University of California

Affirmative Action Plan

For Women, Minorities, Individuals with Disabilities, and Covered Veterans

1995

LAWRENCE LIVERMORE NATIONAL LABORATORY
UCRL-AR-111638-95

Affirmative Action Plan

Executive Order 11246
Affirmative Action Program for Minorities and Women

University of California
Lawrence Livermore National Laboratory
7000 East Avenue
Livermore, California 94550

October 1, 1994, to December 31, 1995

Ronald W. Cochran
Laboratory Executive Officer and Laboratory Equal Employment Opportunity Officer

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Preface

Lawrence Livermore National Laboratory is undergoing one of the most significant periods of change in its 41-year history. We are facing extraordinary new challenges; at the same time, we have extraordinary new opportunities. The Laboratory must continue to depend on our prime asset—our outstanding workforce—to meet these challenges and continue our tradition of innovation and excellence.

The central element of the Laboratory's excellence is its unwavering dedication to being an institution at which people with ability and determination are supported and encouraged and where scientific and technological excellence transcends the boundaries of gender, race, and culture. One of our primary goals is to make LLNL an employer of choice for all who can contribute to achieving the vital missions of the Laboratory. To reach this goal, we must renew our focus on communication and foster work environments where strength is derived from our differences and where all employees have the opportunity and encouragement to excel.

The growing diversity of Lawrence Livermore National Laboratory's workforce will help maintain the Laboratory's institutional vitality and sustain peak workforce motivation as we enter a new era. We must enable each of our employees to achieve his or her highest potential for our Laboratory to achieve its highest potential in the service of our nation. Building a world-class workforce that reflects the rich diversity of our nation will continue to play a fundamental role in the success and effectiveness of the Lawrence Livermore National Laboratory of the twenty-first century.

C. Bruce Tarter
Director

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Women and Minorities

Policy and Commitment

Affirmative Action/Equal Employment Opportunity Policy [41 CFR § 60-1.4; -2.13 (a)]

Lawrence Livermore National Laboratory has been and will continue to be an equal opportunity employer. We are committed to a discrimination-free workplace; we neither condone nor tolerate practices that discriminate against any person employed or seeking employment on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, medical condition (cancer-related), as defined in Section 12926 of the California Government Code, status as a Vietnam-era veteran or special disabled veteran, or (within the limits imposed by law or University policy) on the basis of age or citizenship. In keeping with our policy (see Appendix I), LLNL will continue to recruit, hire, train and promote into all job levels the most qualified person without regard to race, color, religion, gender or national origin. LLNL will continue to administer all other personnel matters (such as compensation, benefits, transfers, layoffs, company-sponsored training, education, tuition assistance, and social and recreational programs) in accordance to policy.

The goal of Laboratory affirmative action is to establish and maintain a workforce that is representative of the availability of women and minorities in the relevant labor markets. To this end, LLNL plans and carries out actions to increase the participation of women and minorities in job groups that are underutilized within the workforce. The Laboratory also undertakes affirmative action for disabled individuals, Vietnam-era veterans, and special disabled veterans.

To further equal employment opportunities, LLNL makes every effort to base employment decisions on objective standards. The Director of LLNL requires that the spirit as well as the letter of affirmative action/equal employment opportunity (AA/EEO) be carried out to comply with Executive Order 11246 (as amended), applicable parts of Chapter 60 of Title 41 Code of Federal Regulations, Sections 503 and 504 of the Rehabilitation Act of 1973, the 1990 Americans with Disabilities Act (ADA), Section 402 of the Vietnam-Era Veterans Readjustment Assistance Act of 1974, and UC and LLNL policy.

Dissemination of Policy [41 CFR § 60-2.13(b)]

LLNL will continue to make its equal employment opportunity policy known internally and externally by the following means:

Internal

- Distributing the Director's AA/EEO policy statement annually to all employees.
- Distributing the Affirmative Action Plan (AAP) annually to all executives, department managers, and affirmative action coordinators (AACs). The plan is also available for review by employees and applicants upon request through the Affirmative Action and Diversity Program (AADP) and electronically on LLNL's Internal Library server. A summary of the plan is also publicized in appropriate Laboratory publications.
- Making the AAP and the *Personnel Policies and Procedures Manual* available to employees for review.
- Publicizing the AA/EEO policy statement and activities in the LLNL newspaper *Newsline* and other publications.
- Conducting special meetings with executive, management, and supervisory personnel to explain the intent of the policy, the Director's attitude toward AA/EEO, and individual responsibilities for effective implementation of the AA/EEO policy.
- Explaining the policy in employee orientation and in supervisory and management-development programs.
- Posting the Laboratory's AA/EEO policy on LLNL bulletin boards. Posters publicize the Laboratory's policy prohibiting employment discrimination, explain the discrimination-complaint

procedures, and provide information on external enforcement agencies.
- Including pictures of minority and non-minority men and women in publications in which employees are featured.
- Making current employees aware of the Laboratory's AA/EEO policy. Human Resources (HR) specialists and AACs provide information briefings, training, and individual counseling to aid employees in understanding and implementing LLNL's AA/EEO policy.
- Including the AA/EEO policy in the *Internal Transfer Opportunities Bulletin*. The *Bulletin*, published weekly, lists all vacancies at the Laboratory and is available to all LLNL employees.

External
- Informing all recruiting sources orally and in writing of LLNL's AA/EEO policy and stipulating that these sources actively recruit and refer minorities and women for all positions listed.
- Incorporating LLNL's AA/EEO policy in all purchase orders, leases, and contracts covered by Executive Order 11246.
- Notifying minority and women's organizations, community leaders, and educational institutions of LLNL's AA/EEO policy.
- Informing prospective employees of the existence of LLNL's AA/EEO program and of the benefits, if any, that may be available to them under the program.
- Showing both minority and non-minority men and women, when employees are pictured, in recruiting brochures and in other Laboratory publications.
- Making presentations to women's, minority, disabled, and veterans' organizations to inform them of LLNL's AA/EEO policy and programs.
- Participating in conventions, job fairs, and career days to communicate LLNL's AA/EEO policy and programs.
- Including an AA/EEO policy statement in all employment advertising.

Responsibility for Implementation [41 CFR § 60-2.13(c); -2.11]

Director

C. Bruce Tarter, Director of LLNL, is responsible and accountable for developing and maintaining a representative Laboratory workforce and for ensuring the nondiscriminatory treatment of employees and applicants for employment. The Director is accountable to the University of California and to state and federal authorities.

Laboratory Executive Officer

The Laboratory Executive Officer, Ronald W. Cochran, is the Equal Employment Opportunity Officer (EEOO). The EEOO is responsible for developing, implementing, and enforcing LLNL policies to satisfy the responsibilities and obligations of the Director and to ensure that all responsible officials are held accountable for their AA/EEO commitments.

Deputy Associate Director for Affirmative Action and Diversity

The Deputy Associate Director for Affirmative Action and Diversity, Tommy E. Smith, reports directly to the EEOO and provides the Laboratory Director, the EEOO, and management with information regarding AA progress and the oversight of and direction for the AA program. This individual is responsible for the Laboratory's monitoring process that audits employment practices, employment goals, and efforts to meet its AA/EEO commitments and manages the AADP. In addition, the Deputy Associate Director for Affirmative Action and Diversity, with the assistance of two group leaders, is responsible for coordination of compliance reviews, development of affirmative action plans, development of monitoring systems, and design of new programs to increase the representation of minorities and women for employment at LLNL and the scientific community.

Associate Directors, Department Heads, Division Leaders, and Supervisors

These members of management are responsible and accountable for developing a representative workforce and for providing a discrimination-free work environment in areas under their authority.

Human Resources Manager

The HR Manager, Gloria Y.C. Kwei, is responsible to the Laboratory Deputy Director on day-to-day matters. The HR Manager ensures that the Laboratory's institutional HR policies and programs comply with federal and state laws, executive order regulations, and UC and LLNL policies prohibiting employment discrimination.

Affirmative Action Coordinators

The AACs support Associate Directors, department heads and managers in AA/EEO-related matters. AACs monitor directorate and departmental progress toward AA goals, evaluate departmental personnel actions for AA/EEO compliance, and provide technical expertise on AA/EEO.

Employees

All Laboratory employees are responsible for conducting themselves in accord with Laboratory policy.

Design and Implementation of Internal Audit and Reporting Systems [41 CFR § 60-2.13 (g)]

The Deputy Associate Director for Affirmative Action and Diversity implements the auditing and reporting systems within the Laboratory. As part of its ongoing audit process, LLNL has conducted a thorough analysis of personnel matters for the last fifteen-month period from October 1, 1993 through December 31, 1994.

The EEOO and the Deputy Associate Director for Diversity and Equal Opportunity monitor and review AAP progress, personnel policies, actions, procedures, and practices for the Director of the Laboratory. The Director ensures compliance with LLNL policy and with state and federal laws prohibiting discriminatory employment practices. A monthly report on utilization is provided to the Director and all Associate Directors. Quarterly goal progress reports are provided to AACs for each organizational unit. The Deputy AD periodically provides written and oral reports to LLNL management summarizing the progress of each department and directorate, and of the Laboratory.

LLNL's Human Resources Information System (HRIS) records and maintains a record of pertinent personnel transactions. HRIS maintains records of hires, promotions, transfers, reclassifications, terminations, and salary actions. Adverse-impact analyses are conducted on these transactions (excluding salary actions) quarterly.

The Deputy Associate Director for Diversity and Equal Opportunity monitors and analyzes the Laboratory's employment data and evaluates LLNL's progress toward its AA/EEO commitments and goals. In addition to the routine auditing process, the reporting system provides the following:

- Maintenance and monitoring of accurate and up-to-date reports on the selection process, and other personnel actions for job groups by race and sex.
- Routine reports for senior managers describing progress toward goals, problem areas, and new goals.
- Quarterly reports for each associate director indicating the numbers needed for full utilization of all protected groups.
- An annual status summary for top management describing the effectiveness of the AA/EEO policy and recommending improvements.
- Reports required to prepare the annual AAP.
- Demographic data reports as required by DOE, the State of California, and any other pertinent government-sponsoring or regulatory agencies.

Development and Execution of Action-Oriented Programs [41 CFR § 60-2.13 (f)]

LLNL has developed the following action-oriented programs tailored in such a way that their proper execution will result either in an increase in the minority group and female representation in the situation where vacancies occur, or will document our good faith efforts to do so.

Selection Process

- The Human Resources employment representatives and the hiring supervisor are responsible for the review of all job descriptions used to post and advertise job vacancies. Descriptions are reviewed each time a vacancy is posted or advertised to ensure that they accurately reflect job responsibilities and qualifications.
- LLNL uses only job-related criteria to establish the qualifications for each job assignment. These specifications are nondiscriminatory with respect to race, color, religion, sex, and national origin.
- Job descriptions and qualifications are available to all members of management involved in the recruiting, screening, selection, and promotion process. Copies of job descriptions and qualifications are available to recruiting sources.

- All LLNL selection processes are routinely evaluated to ensure that they are nondiscriminatory. All personnel taking part in the selection process are chosen with special care and are offered training to ensure that they know how to conduct the selection process in a nondiscriminatory manner.

Recruitment

- All career vacancies at LLNL, regardless of level and classification, are posted in the *Employment Opportunities Bulletin* for a minimum of two weeks before a selection decision can be made, unless otherwise exempt. Every vacancy is open to non-Laboratory candidates, unless an exception has been approved by the University of California.
- The *Employment Opportunities Bulletin* is distributed to groups representing various minority and women's organizations to increase the pool of qualified women and minorities applying for employment.
- Surveys of the *Employment Opportunities Bulletin* recipients are conducted to evaluate the *Bulletin's* effectiveness. Changes in distribution are made to increase the number of qualified minorities and women who are reached by the *Bulletin*.
- The college recruitment program targets schools with significant populations of minorities and women and targets minority and women's student organizations on majority campuses. The technical recruiting teams meet with minority and women students to encourage them to pursue or continue in science and engineering degree programs and to apply for employment at LLNL.
- The Laboratory recruits through organizations other than colleges and universities. LLNL participates in job fairs, hosts receptions, and provides technical seminars and career workshops for groups that support and refer qualified women and minority applicants for employment.
- LLNL conducts special employment programs to recruit and develop minority and women applicants. These programs include, but are not limited to:

1. Cooperative education programs.
2. Work/study programs for students from local educational institutions.
3. Summer employment for faculty and students.
4. Career-oriented training and work-experience programs.
5. Focus advertisements in minority and women's interest media help-wanted sections.
6. Collaborations with professional organizations assisting women and minorities seeking employment.
7. Membership in organizations and consortia that support undergraduate and graduate education for minorities and/or women.
8. Scholarships and awards to organizations that support higher and non-traditional education and roles for women and minorities.

Promotions

LLNL does the following to ensure that minority and female employees have equal opportunities for all promotions:

- Posts all career vacancies regardless of level and classification in the *Employment Opportunities Bulletin*, unless otherwise exempt.
- Considers all employees applying for vacancies on the basis of their qualifications for the position.
- Provides formal career counseling and mentoring.
- Makes available education and training opportunities to all employees.
- Maintains a skill bank of academic and experience levels of current employees in the Resumix system.

Welfare

- LLNL provides facilities and social activities for all employees. All Laboratory-sponsored activities are desegregated, and all employees are encouraged to participate.
- A "fee-for-service" day-care is available, located at a site near the Laboratory.
- A special program that coordinates and supports ride sharing and alternative methods of transportation to work is available to all employees.

Additional corrective steps taken by LLNL to resolve identified potential problems are specified in the directorate plans. Each step is designed to result in:

1. An increase in minority group and female representation in the job group(s) where the problems were identified, if vacancies occur, or
2. Clear documentation of actions sufficient to constitute good-faith effort.

Support of Community-Action Programs [41 CFR § 60-2.13]

LLNL actively supports and participates with local and national community-action and community-service organizations to improve employment opportunities for minorities and women. Sections on directorate plans and Laboratory-wide programs describe support for specific community programs.

Consideration of Minorities and Women Not Currently in the Workforce [41 CFR § 60-2.13 (j)]

LLNL reaches out to minorities and women who are not currently in the workforce but who have the requisite skills. On-site child-care facilities, part-time employment opportunities, job sharing, adjusted work hours, alternative work schedules, pre-apprenticeship training, co-op programs, and special employment programs are just some of the means used by the Laboratory to help those not in the workforce find employment.

Compliance with Sex-Discrimination Guidelines [41 CFR § 60-2.13 (h);-20]

It has been, and continues to be, the policy of LLNL not to discriminate on the basis of sex. Section A of LLNL's Personnel Policies and Procedures Manual (see Appendix I) states that the Laboratory neither condones nor tolerates practices that discriminate against any person employed or seeking employment on the basis of sex. The Laboratory's policies and procedures comply with the Sex-Discrimination Guidelines set forth in 41 CFR § 60-20 and are continually reviewed to maintain compliance with the regulations described below.

Recruitment and Advertisement [41 CFR § 60-20.2 (a),(b)]

- LLNL actively recruits both men and women for all vacancies.
- LLNL advertisements and recruitment materials do not indicate a sex preference.
- Affirmative action is taken to recruit women to apply for jobs in which they have traditionally been underrepresented.

Job Policies and Practices [41 CFR § 60-20.3 (a-h)]

- All written personnel policies clearly state that they apply to every employee on an equal basis, regardless of the sex of the employee.
- No distinction is made between the sexes with regard to opportunity, wages, hours, benefits, or other conditions of employment.
- There are no selection criteria or requirements for any job classification that include sex as a bona fide occupational qualification.
- Leave of absence for pregnancy is treated the same as leave of absence for any other temporary disability. As with other approved leaves of absence, employees who return from maternity leave are returned to the same or to a substantially similar position with like status and pay.
- Appropriate physical facilities are available for both sexes.
- There is no specification of differences on the basis of sex in mandatory or optional retirement age.
- Seniority lines and lists are not based on sex.
- Wage schedules are not based on sex.
- Women and men are provided equal access to training programs.

- LLNL does not condone or tolerate sexual harassment. Instruction and training to reinforce this policy are provided to supervisors by the Laboratory.
- LLNL makes no sex-based determinations between married and unmarried applicants or employees, or those with or without children.

In addition, LLNL is committed to creating and maintaining a community in which all employees can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Every member of the Laboratory community is made aware that LLNL is strongly opposed to sexual harassment and that such behavior is prohibited both by law and by University and Laboratory policy (see Appendix J). The Laboratory has taken appropriate action to prevent and, if necessary, to correct behavior that is determined to violate this policy.

Compliance with Guidelines on Discrimination Because of Religion or National Origin [41 CFR § 60-50]

LLNL's policies and procedures comply with the "Guidelines on Discrimination Based on Religion or National Origin" set forth in 41 CFR § 60-50. LLNL Policy Section A.II states that the Laboratory does not condone or tolerate practices that discriminate on the basis of religion or national origin against any person employed or seeking employment.

- **Equal Employment Policy [41 CFR § 60-50.2 (a),(b)]** To ensure that applicants and employees are not discriminated against because of their religion or national origin, LLNL informs management, employees, and applicants of its obligation to provide equal employment opportunities. All recruitment sources are required to refer applicants regardless of religion or national origin.
- **Accommodations to Religious Observance and Practice [41 CFR § 60-50.3]** LLNL provides reasonable accommodation to the religious observances and practices of employees and applicants except where such accommodation causes undue hardship on the conduct of LLNL's business. The extent of the Laboratory's obligation is determined by considering business necessity, financial costs and expenses, and resulting personnel issues.
- **Nondiscrimination [41 CFR § 60-50.5]** In implementing its EEO policy regarding nondiscrimination because of religion or national origin, LLNL does not discriminate against any qualified employee or applicant for employment because of race, color, religion, sex, or national origin.

Workforce Analysis [41 CFR § 60-2.11 (a)]

Pursuant to the above-referenced regulation, each job title is listed within each organizational unit as it appears in the payroll records from lowest to highest paid, including management. For each job title, the sex and ethnicity of each employee is displayed; where there are separate wage lines of progress, they are listed separately by organization unit.

Workforce data are available through the AADP.

Utilization Analysis [41 CFR § 60-2.11(b)]

Analysis of Major Job Groups

Pursuant to 41 CFR § 60-2.11 (b), LLNL conducted an analysis of all job classifications at the Laboratory and arranged them into 48 job groups. Classifications were arranged into groups based on similar

- Content of work performed.
- Wage rates.
- Promotional opportunities.

The number of employees within a job group was also considered in the construction of job groups. Job groups were constructed to be sufficiently large to permit meaningful statistical analyses. Although it was not possible in every situation, the intent was to include at least 50 employees in each job group.

Job groups are periodically reassessed. From time to time, these job groups will change to reflect changes in work content, wage rates, and promotional opportunities.

A complete list of job groups indicating the classifications within each job group is shown in Appendix A.

Availability Analysis

Definition of Availability. "Availability" is an estimate of minorities and women available for employment in each identified job group at LLNL.

Determination of Availability. LLNL has considered the availability factors required in 41 CFR § 60-2.11 (b) (1) to establish the availability of minorities and women for each of its job groups. A list of these factors is found in Appendix B.

Availability Factor Computation Method. LLNL uses the following three-step method to calculate availability for each of the job groups.

1. Collect quantified data ("raw statistics") for each factor for each job group.
2. Weight each factor according to its importance and proportional contribution to the overall job group.
3. Add together the collective product of "raw statistics" and factor weights to produce a final estimate of availability for each job group.

Availability has been calculated separately for all women and for the total of male and female blacks, Hispanics, Asians, and American Indians. The calculations of availability rates are not included in this AAP but are available in supporting documentation.

Representation and Underutilization Defined

Definition of Representation. "Representation" is the actual percentage of women and minorities employed in LLNL's workforce. Representation is also reported for job groups within organizational units. For example, women are represented at 35% if there are 35 women in a job group consisting of 100 employees.

Underutilization. "Underutilization" is employing women and minorities at a rate that is less than would reasonably be expected, based on availability. In the example above, if women were available at a rate of 35 percent, 35 women would be expected to be employed. Thus, if the job group employed 30 women, it would be underutilized by five.

Method Used To Determine Underutilization. Underutilization is defined in 41 CFR § 60-2.11 (b) as having fewer minorities or women in a particular job group than would reasonably be expected by their availability. LLNL defines "reasonably" to mean that the difference between the employment rates and market availability for women and minorities is one person or more.

The declaration of underutilization does not amount to an admission of impermissible conduct. It is neither a finding of discrimination nor a finding of a lack of good-faith affirmative action efforts. Rather, underutilization is a technical term used by affirmative action planners who seek to apply good-faith efforts to increase the percentage of utilization for minorities and women in a workforce.

Identification of Problem Areas and Correction of Deficiencies

[41 CFR § 60-2.13 (d);-2.11 (a)]

As part of LLNL's ongoing audit process, a thorough analysis of the following personnel matters was conducted for the 15-month period ending on December 31, 1994.

Workforce utilization of minorities and women

Utilization reports are run quarterly and distributed to associate directors, HR managers, and employment representatives. These reports identifying areas of underutilization are reviewed with respect to future Laboratory hiring and promotional opportunities.

Minority and gender representation of applicants

Quarterly reports track the number and composition of applicants through all stages of the selection process. Adverse impact analyses are calculated for each job group. Instances of recurring adverse impact are analyzed and, if necessary, significant results are reviewed with cognizant Laboratory managers. HR managers and the AADP are also advised of results.

Minority and gender representation in employment transactions

Quarterly reports track the following employee transactions: transfers, promotions, reclassifications, movements in work assignments (changes in manager, supervisor, worker status), and terminations. Adverse impact analyses are calculated for all transactions for each job group. Instances of recurring adverse impact are analyzed and, if necessary, significant results are reviewed with cognizant Laboratory

managers. HR managers and the AADP are also advised of results.

Facilities and Laboratory-Sponsored Activities

The Laboratory makes available equipment and facilities for sponsors, speakers, and other activities surrounding events such as Women's History Month, ceremonies for the veterans' memorial, Black History Month, Hispanic Heritage Month, deaf awareness and disability seminars, and Asian / Pacific American Heritage Month.

Seniority practices

These practices are documented in the *Personnel Policies and Procedures Manual* as they relate to layoff, transfer, recall, and preference for re-hire at the Laboratory.

Apprenticeship training

Women and minorities, among other qualified candidates, participate in the Laboratory's apprenticeship and pre-apprenticeship programs. The Laboratory's programs exceed the goals established under the State of California Plan for Equal Opportunity in Apprenticeship for minorities and women.

Technical aspects of compliance

The federal EEO poster is routinely distributed to AACs and posted on bulletin boards throughout the Laboratory. Announcements and other information are routinely distributed and made available to employees through *Newsline* articles and special Laboratory mailings.

Establishment of Goals and Objectives for Organizational Units [41 CFR § 60-2.12;-2.13 (e)]

Goals are flexible hiring targets that LLNL has established to guide its good-faith efforts to eliminate underutilization. Goals are not considered to be quotas that must be met. The term "goals" is not used by LLNL to discriminate against any applicant or employee because of race, color, religion, sex, or national origin, as prohibited by 41 CFR § 60-20.30.

The long-range employment goal at LLNL is full utilization of women and minorities in each job group. To direct the Laboratory's efforts toward this final goal, LLNL sets annual hiring goals for job groups in which minorities or women are underutilized by one or more individuals and where placement opportunities, due to attrition or expansion, or reorganization, are projected. When a job group is underutilized, annual percentage hiring goals are established (see Appendix G). Managers, in consultation with AADP, identify the underutilized job groups and set hiring goals in accord with anticipated hiring opportunities.

An annual goal is met if the hiring rate for a particular protected group within an underutilized job group reflects availability. This annual success may, or may not, result in reaching the final goal of minority and female representation equal to their availability.

A timetable of one year is established to achieve each annual goal. If a goal is not achieved, it is evaluated and re-established, and additional actions are taken to meet the goal in the following year.

Employment goals for the Laboratory are established by LLNL's EEO and the Deputy Associate Director for Affirmative Action and Diversity, with input from each directorate. Once established, goals for each directorate are developed and transmitted to its different departments and programs. The departments' goals are summarized and reported in the directorate reports. Utilization, however, is measured for the Laboratory, the directorate, and for each unit within the directorate.

Subcontracts and Purchase Orders [41 CFR § 60-1.3]

Subcontracting with Small Businesses, Small Disadvantaged Businesses, and Women-Owned Businesses

It is the University's policy and commitment to ensure that small businesses and small disadvantaged businesses, including women-owned businesses, are provided an equal opportunity to compete for subcontracts and purchase orders. The University establishes annual socioeconomic procurement goals and monitors the performance of subcontracting efforts. This policy complies with applicable State of California and Federal statutes mandating subcontracting with small businesses. University policies and program results are on file with the Laboratory's Procurement Department, and the responsibility is assigned to the Business Manager.

Subcontracts and Purchase Orders

Each Laboratory manager who is responsible for procurement and requisitioning is to take all reasonable efforts to subcontract with business concerns that are owned or controlled by small businesses and small disadvantaged businesses, including women-owned businesses. The Procurement Department and other cognizant departments within LLNL can provide assistance and guidance in providing subcontracting opportunities to these businesses.

It is the policy of the University to ensure that all those with whom the University contracts comply with Executive Orders 11246 and 11375, Equal Employment Opportunity Sections 503 and 504 of the Rehabilitation Action of 1973, and Section 402 of the Vietnam-Era Veterans Readjustment Assistance Act of 1974. The University requires nondiscrimination and affirmative action provisions for disabled individuals in each written purchase order exceeding $2,500 and nondiscrimination and affirmative action provisions for minorities on each purchase order exceeding $10,000. The University also requires nondiscrimination and affirmative action provisions for special disabled veterans and veterans of the Vietnam era on each purchase order exceeding $10,000. Procurement awards $500,000 or more to large businesses are subject to compliance with Public Law 95-507, requiring submission of subcontracting plans detailing utilization of small businesses, including small disadvantaged businesses and women-owned businesses.

Furthermore, each Laboratory manager using the services of supplemental labor shall be responsible to ensure that such use does not create a barrier or impediment to the development and maintenance of a diversified Laboratory workforce at all levels. No supplemental laborer assigned to or seeking assignment to the Laboratory shall be discriminated against because of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, medical condition (cancer-related), veteran status, or, within the limits imposed by law or University policy, because of age or citizenship.

Laboratory Overview

Lawrence Livermore National Laboratory (LLNL) is operated by the University of California (UC) for the Department of Energy (DOE). Our mission is to serve as a national resource in science, technology, and engineering, with our focus in three areas: reducing nuclear danger, harmonizing the economy and the environment, and exploring new frontiers in bioscience. In addition, we are working with industrial and academic partners to increase national economic competitiveness and improve science education.

The Laboratory's main facility is located on a one-square-mile site near Livermore, California, which is approximately 50 miles east of San Francisco. The Laboratory also operates two separate research facilities at remote locations: Site 300, approximately 15 miles east of Livermore, and the Nevada Test Site, located at Mercury, Nevada.

The Laboratory's principal source of funding is DOE, which contracts with UC to operate and manage the Laboratory. LLNL follows and administers the personnel policies and procedures established by UC pertaining to the employment relationship, except as modified by the Director of LLNL.

One of our most distinguishing features is our ability to integrate many areas of science, engineering, and management across program boundaries. We use this multidisciplinary, multiprogram approach to achieve scientific problem-solving.

Our goal is to be recognized by our industrial and academic customers as a well-managed, forward-looking organization that performs world-class research and development. The challenge we face is to increase the quality of our business practices while reducing costs. This can be achieved through the efforts of our quality workforce.

We are striving to create a work environment that attracts and encourages talent and diversity. Our recruitment, reward, and advancement decisions will be based on merit, with successful employees being those whose performance contributes to the objectives of LLNL. We will recognize the importance of partnering by rewarding excellence for team as well as individual accomplishments. We will ensure our vitality by taking pride in and responsibility for our work, by improving our skills, and by continuing our professional growth.

Purpose and Scope of the LLNL Affirmative Action Plan

The Laboratory is committed to developing and maintaining a representative workforce and to providing its employees and applicants for employment with a discrimination-free work environment. LLNL has developed and implemented this *Affirmative Action Plan* (AAP) to provide guidance and a means of measuring progress toward this goal. The AAP describes the steps the Laboratory will take to comply with Executive Order 11246. The AAP is updated annually.

Last year LLNL began the process of converting its Affirmative Action reporting schedule from a fiscal year to that of a calendar year. As a result, all information provided in this plan will cover the historical events of the last 15 months (October 1, 1993, through December 31, 1994) and will establish goals and project activities for the coming 12 months, through December 31, 1995. This plan is effective January 1, 1995, and shall remain in effect until superseded in whole or in part.

The 1995 AAP is prepared by the Affirmative Action and Diversity Program (AADP) with input from organizational units called directorates, each of which is headed by an associate director who reports to the director of the Laboratory. These directorates maintain their own internal structure and reporting system by which they manage and monitor AA compliance. LLNL currently has twelve directorates:

- Biology and Biotechnology Research
- Chemistry and Materials Sciences
- Computation Operations
- Defense and Nuclear Technology
- Director, Executive Offices, and Operations
- Energy
- Engineering
- Environmental
- Laser Programs
- Nonproliferation, Arms Control and International Security (NAI)

- Physics and Space Technology
- Plant Operations

Through a process of internal reviews and audits these directorates and the AADP work to ensure LLNL's compliance with all AA/EEO laws and policies. Problem area issues and good-faith efforts to address these issues are discussed in 41 CFR § 60-2.23 (b).

The goals and good-faith commitments described in this AAP are based on past experience and budget projections made at the start of the fiscal year for the next twelve months, with adjustments made to address the calendar reporting year of the AAP. Should the economic climate continue in its current trend and the Laboratory's resources be further reduced, corresponding reductions in employment opportunities are expected to follow.

Program Terminology

The terms "utilization analysis," "underutilization," and "problem area" appearing in this AAP are terms that LLNL is required to use by government regulation. The criteria used in relation to these terms are those specified by government order or regulation. These terms have no independent legal or factual significance. LLNL will use the terms in good faith in connection with its AAP. Use of these terms does not necessarily signify that LLNL agrees that these terms are properly applied to any particular factual situation.

The utilization analysis in this plan is required by government regulation to be based on certain statistical comparisons. Geographical areas and sources of statistics used for these comparisons were selected to comply with government regulation. The use of certain geographic areas and statistics is intended to have no significance outside the context of this AAP. LLNL will, however, use such statistics and geographic areas in good faith with respect to this AAP.

The grouping of job classes into a given job group does not suggest that the jobs so grouped are of comparable value. The job groups in this AAP have been developed in accord with Executive Order 11246 requirements to provide for appropriate and adequate analysis of affirmative-action progress. Appendix A lists job groups and the job classes composing these job groups. Appendix B lists the factors considered in determining the availability rate for each job group.

This AAP is not intended to create any rights in any person or entity other than the relevant contracting government entity. Although reduced funding may necessitate workforce reductions, the Laboratory will strive to maintain a diverse population and will continue to monitor its affirmative action responsibilities. While recruiting efforts may be curtailed, we will employ strategies to identify and attract diverse individuals with skills essential to the Laboratory's mission.

Director C. Bruce Tarter has made a commitment to make the Laboratory the institution of choice for all people, including minorities and women, who wish to contribute to LLNL's mission. The achievement of our goals will only come from individual and team employees working in responsible and accountable ways.

The Laboratory Executive Officer, Ronald W. Cochran, is the LLNL Equal Employment Opportunity Officer (EEOO). The EEOO is responsible for overseeing and directing the LLNL's Affirmative Action Program and for ensuring effective institutional support for affirmative action objectives and the establishment of institutional affirmative action goals. Responsibility for developing and maintaining a diverse workforce and a discrimination-free environment is shared by all Laboratory managers.

LLNL has further demonstrated its commitment to diversity and affirmative action by appointing a Deputy Associate Director for Affirmative Action and Diversity, Tommy E. Smith, who reports to the EEOO. The Deputy Associate Director, along with the staff in the AADP, oversees all Laboratory efforts in affirmative action and diversity.

The AADP staff comprises two groups each headed by a leader who is responsible for the day-to-day operation of the AADP. The group leaders and staff provide administrative support and programs for the Laboratory so that it can achieve its affirmative action objectives. Also included in the charter of the AADP are two programs headed by the Program Manager for Minority Issues and the Program Manager for Women's Issues. These programs are described later in this report.

Laboratory managers are responsible for developing and maintaining a workforce that is representative of the labor markets in which LLNL recruits, providing equal employment opportunities for employees and applicants, and providing a discrimination-free work environment.

Although the Laboratory in most instances recruits nationwide, every effort is made to reflect the diversity of California in our workforce and to become the model for diversity among the national laboratories. Line managers are responsible in consultation with AADP for the establishment of affirmative action goals, increasing the utilization of women and minorities at all levels in all job groups in their organizations, and ensuring their achievement.

The Laboratory Population

As of January 1, 1995, the Laboratory has a population of 7,104 career employees. Women are now approximately 31% (2199) of the total population, and minorities approximately 18% (1265). This is an increase in the representation of minorities and women in the Laboratory's population over last year.

Although the representation of minorities and women has increased overall, the Laboratory is underutilized by a total of 316 women and 484 minorities in the identified job groups.

The table below summarizes the distribution of the LLNL workforce. For more detailed information, see Appendix C and D.

Pursuant to 41 CFR § 60-2.11(a), we maintain a list of each job title as it appears in payroll records, ranked from the lowest paid to the highest paid within each of our twelve directorates, including supervisors.

We further maintain within each directorate for each job title, 1) the total number of incumbents, 2) the total number of male and female incumbents, and 3) the total number of male and female incumbents who are black, Hispanic, Asian, or American Indian. Finally, we have a wage salary range for each job classification. This information is reflected in the Laboratory's Workforce Analysis which is available from the AADP Office.

Pursuant to 41 CFR § 60-2.11(b), we have supplied an analysis of all major job groups at the Laboratory. Specifically, we have grouped those jobs having similar content, salary ranges, and opportunities. As a result, we have 48 job groups (see Appendix A).

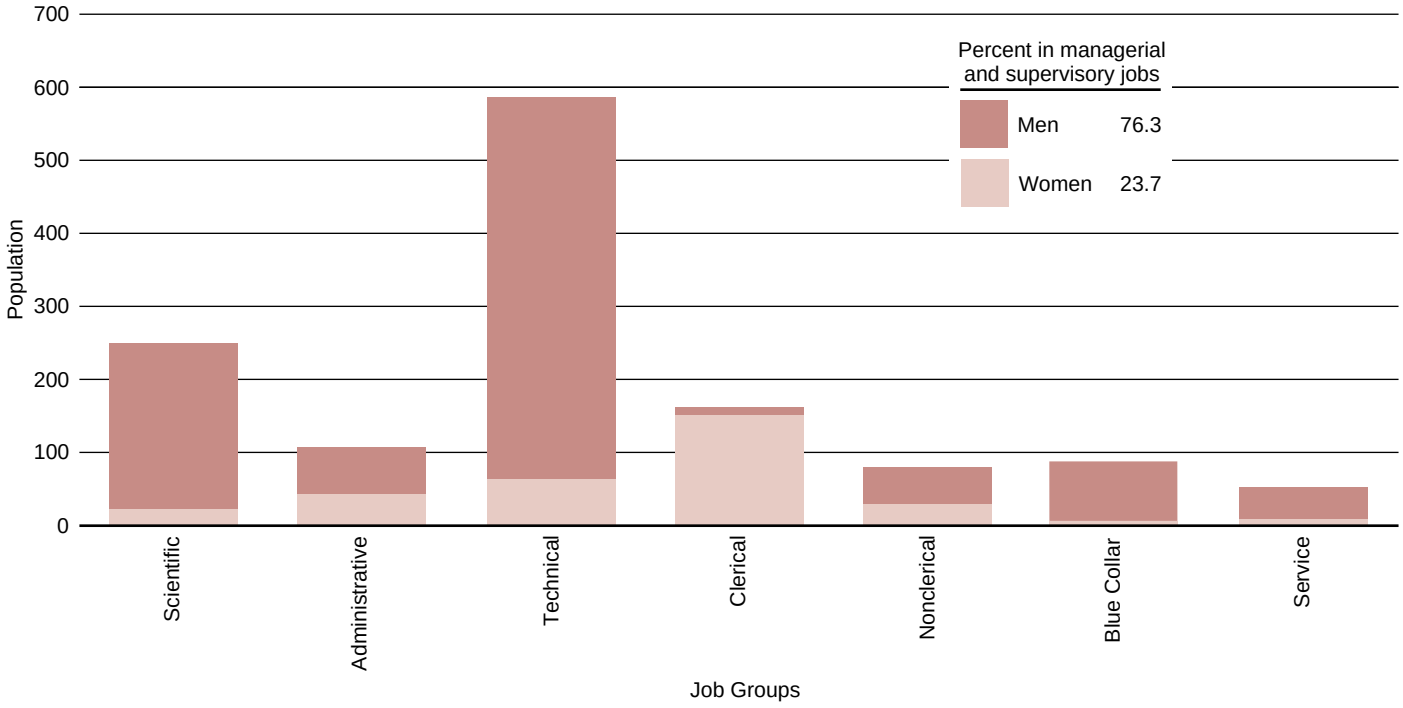
In this process we have paid careful attention to keeping job groups sufficiently large to make for meaningful statistical analyses. In addition, we have avoided placing job classifications from different EEO categories within the same job group, wherever possible. We have reflected our analysis of the major job groups on the Availability Analysis table, which is on file in the AADP Office.

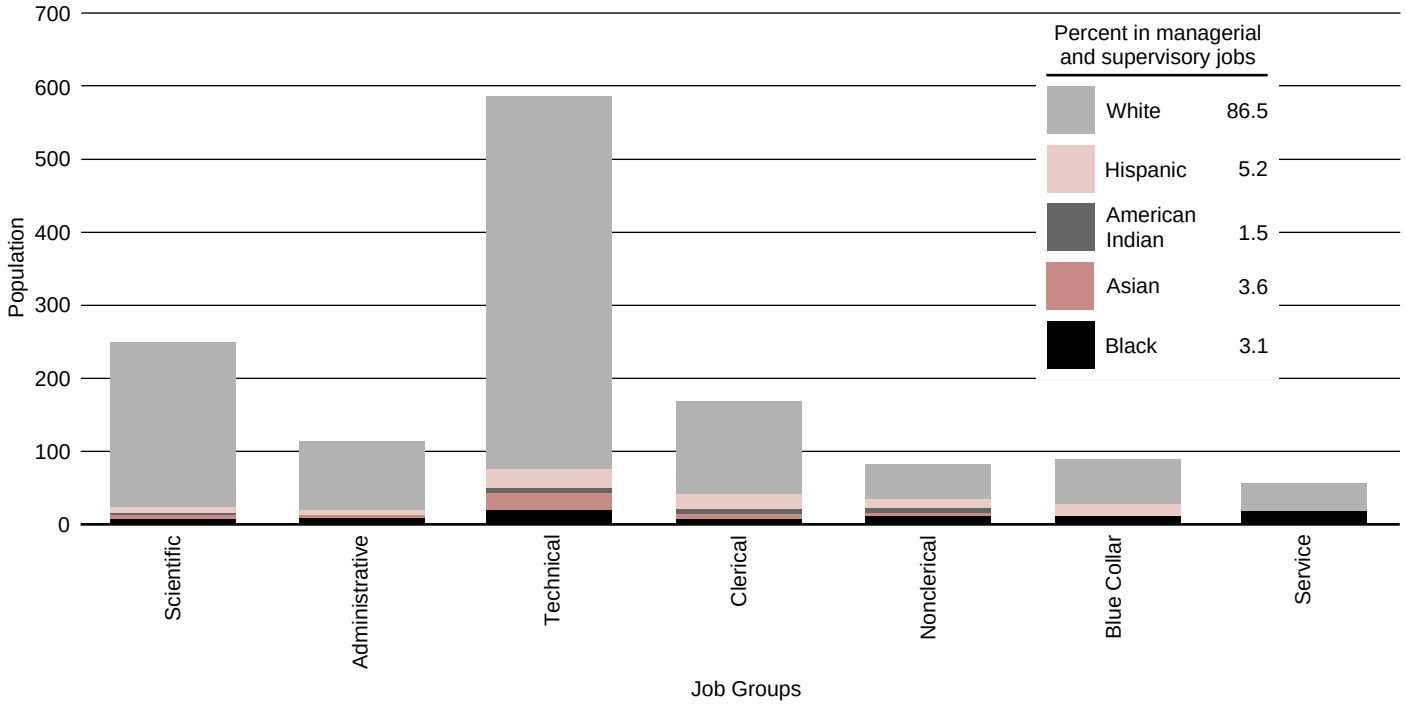
Underutilization exists when the difference between the number of people employed is at least one whole person less than expected. Underutilization is defined in 41 CFR § 60-2.11(b) as "having fewer minorities or women in a particular group than would be reasonably expected by their availability." Any declaration of underutilization does not amount to an admission of impermissible conduct. It is neither a finding of discrimination nor a finding of a lack of good-faith affirmative action efforts. Rather, underutilization is a technical targeting term used exclusively by affirmative action planners who seek to apply good-faith efforts to increase in the future the percentage utilization of minorities and women in the workforce. Underutilization exists when the difference between the number of people employed is less than expected as indicated by availability.

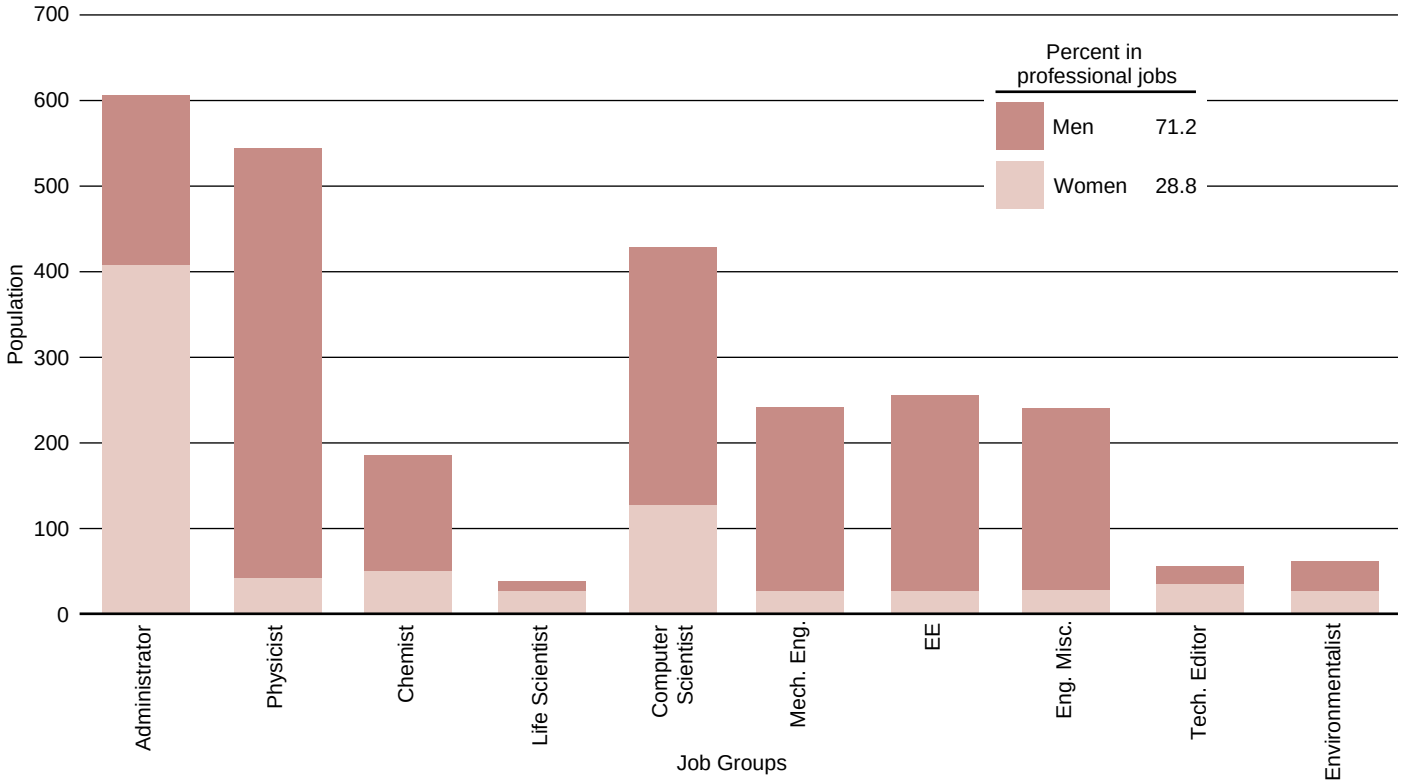
Section III — Appendixes provides tables with additional data on LLNL's workforce utilization and underutilization as of January 1, 1995.

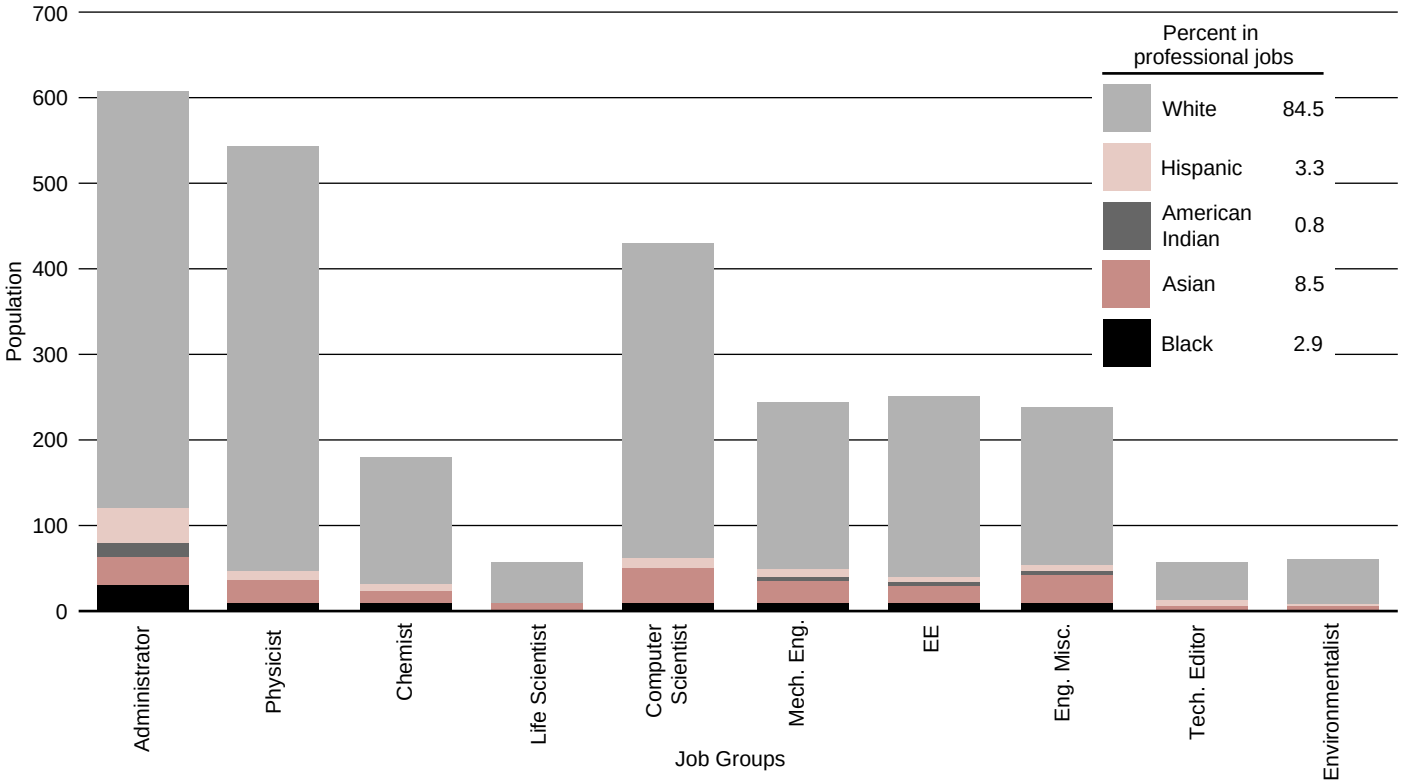
Employee Representation as of 1/1/95

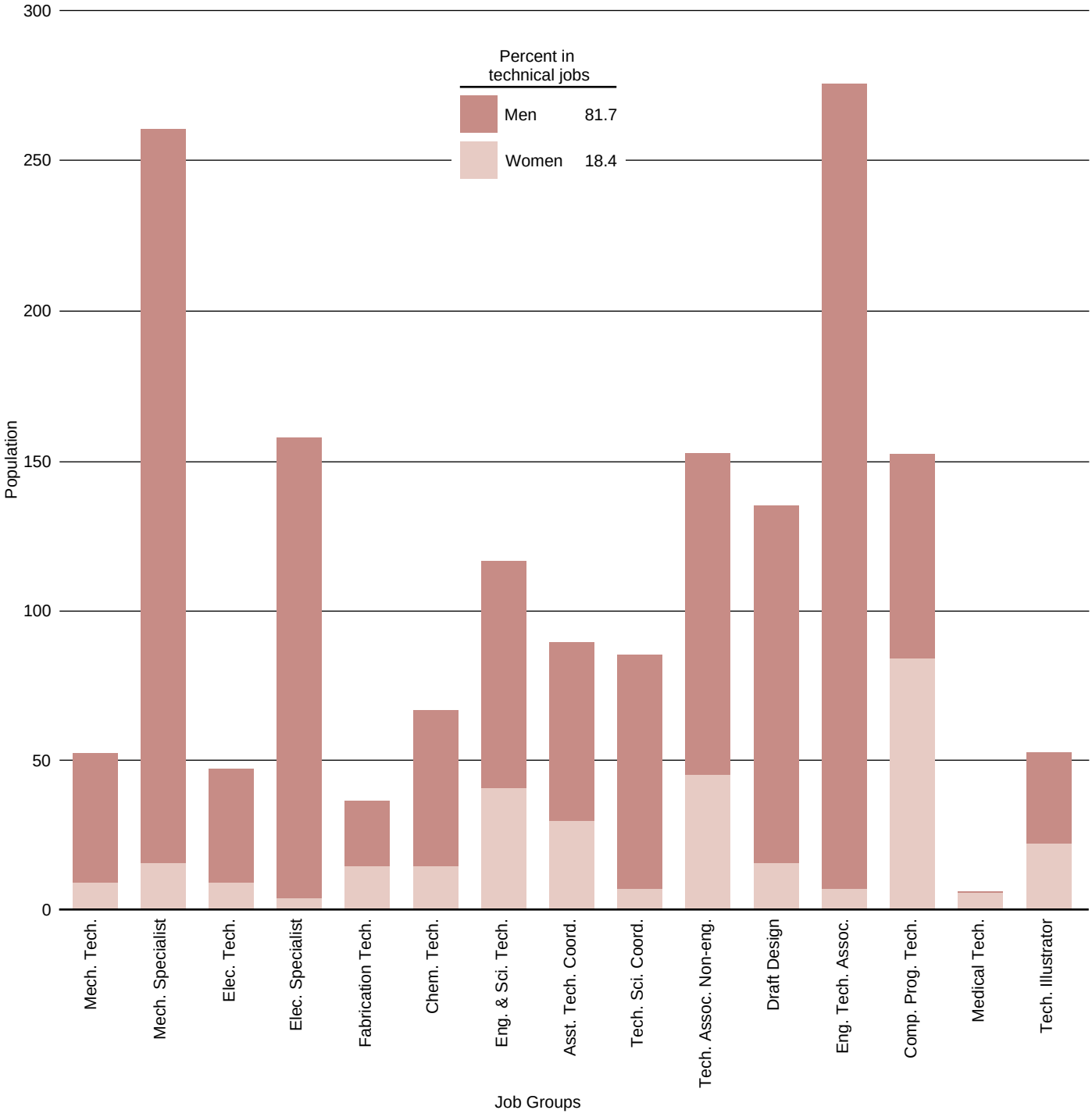
% of LLNL Population		Women		Composite Minority		Black		Asian		American Indian		Hispanic		White	
Total Pop.	% of LLNL	Pop.	% of LLNL	Pop.	% of LLNL	Pop.	% of LLNL	Pop.	% of LLNL	Pop.	% of LLNL	Pop.	% of LLNL	Pop.	% of LLNL
7104	100.00	2199	30.9	1265	17.8	293	4.1	427	6.0	102	1.4	443	6.2	5839	82.2

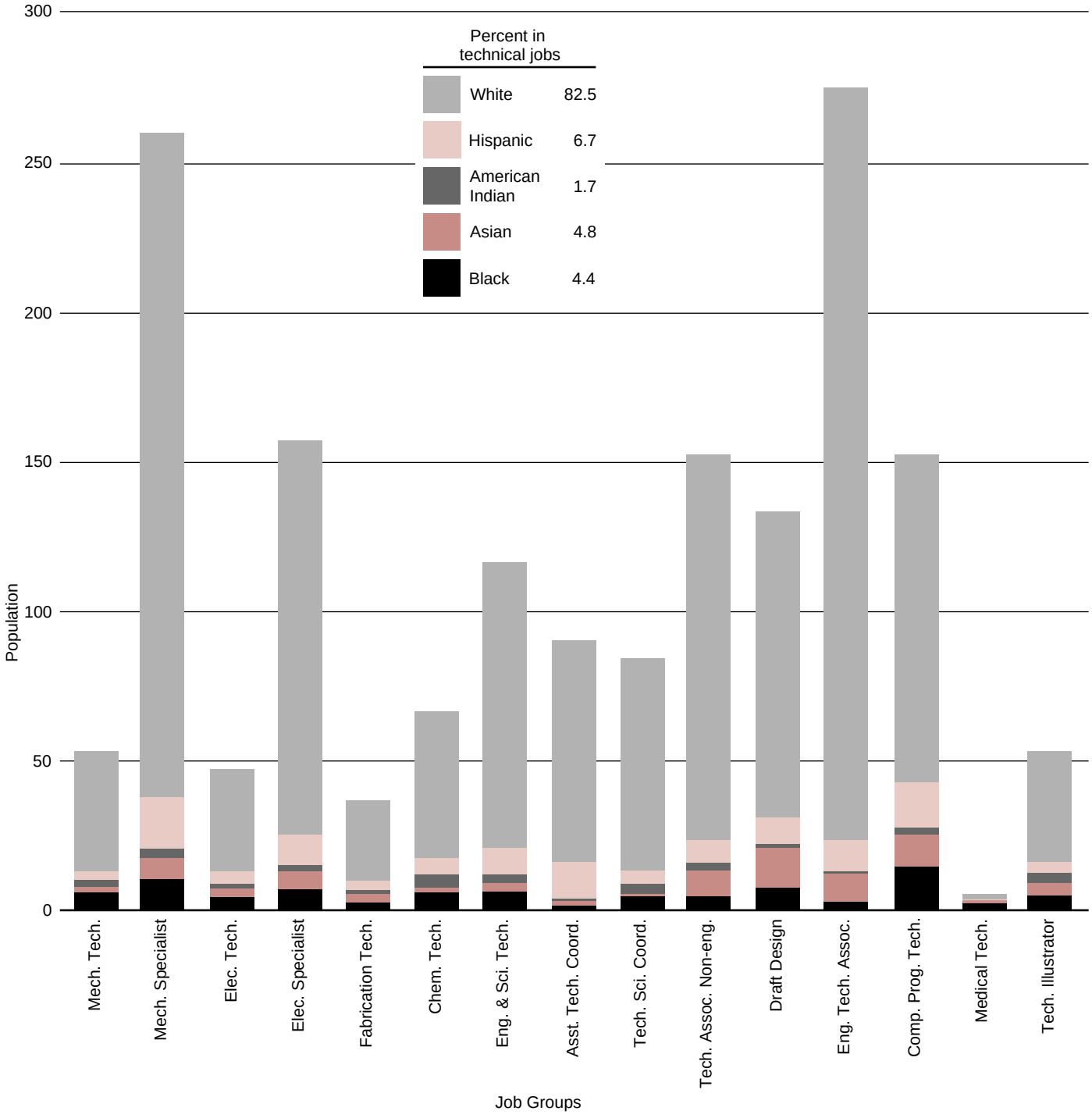

700
600
500
400
300
200
100
0
Population
Percent in managerial and supervisory jobs
Men 76.3
Women 23.7
Scientific
Administrative
Technical
Clerical
Nonclerical
Blue Collar
Service
Job Groups

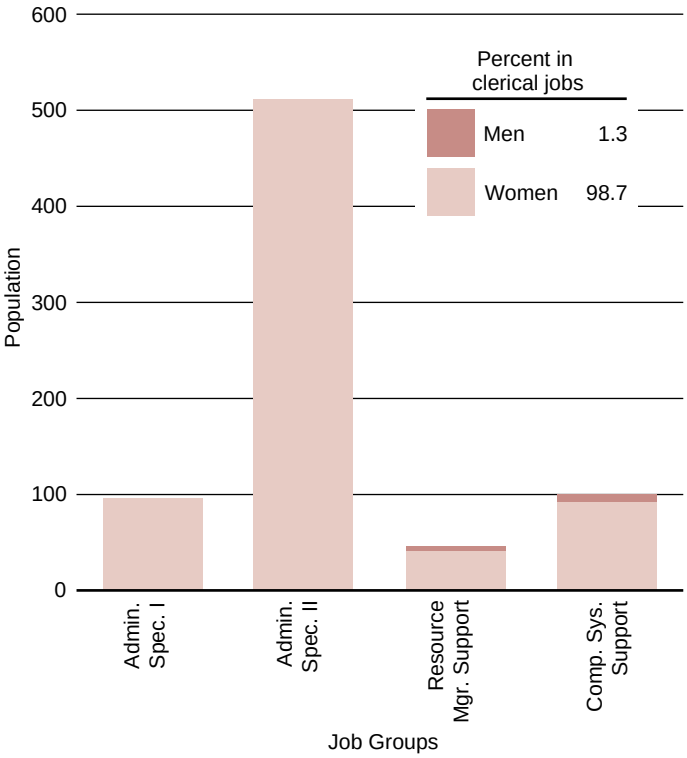

700
600
500
400
300
200
100
0
Population
Percent in managerial and supervisory jobs
White 86.5
Hispanic 5.2
American Indian 1.5
Asian 3.6
Black 3.1
Scientific
Administrative
Technical
Clerical
Nonclerical
Blue Collar
Service
Job Groups

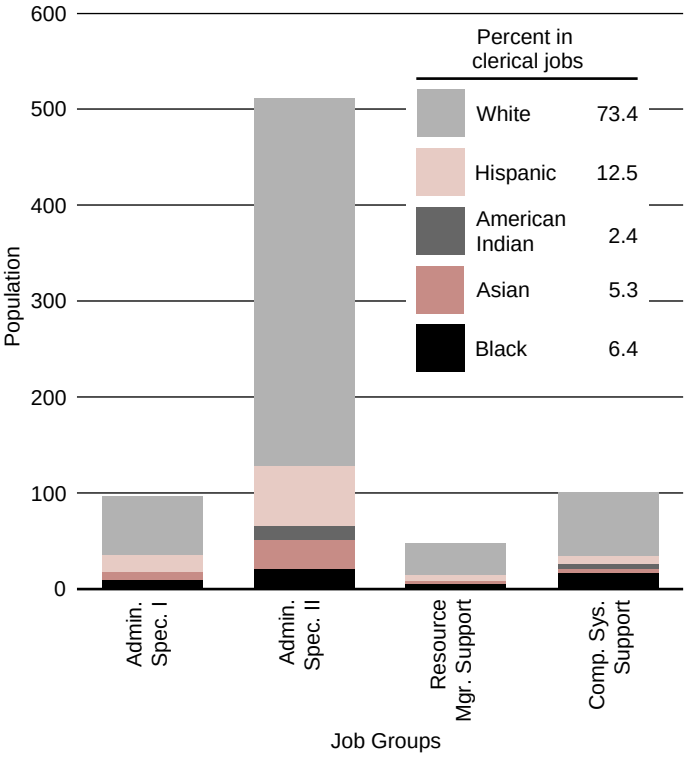

700
600
500
400
300
200
100
0
Population
Percent in professional jobs
Men 71.2
Women 28.8
Administrator
Physicist
Chemist
Life Scientist
Computer Scientist
Mech. Eng.
EE
Eng. Misc.
Tech. Editor
Environmentalist
Job Groups

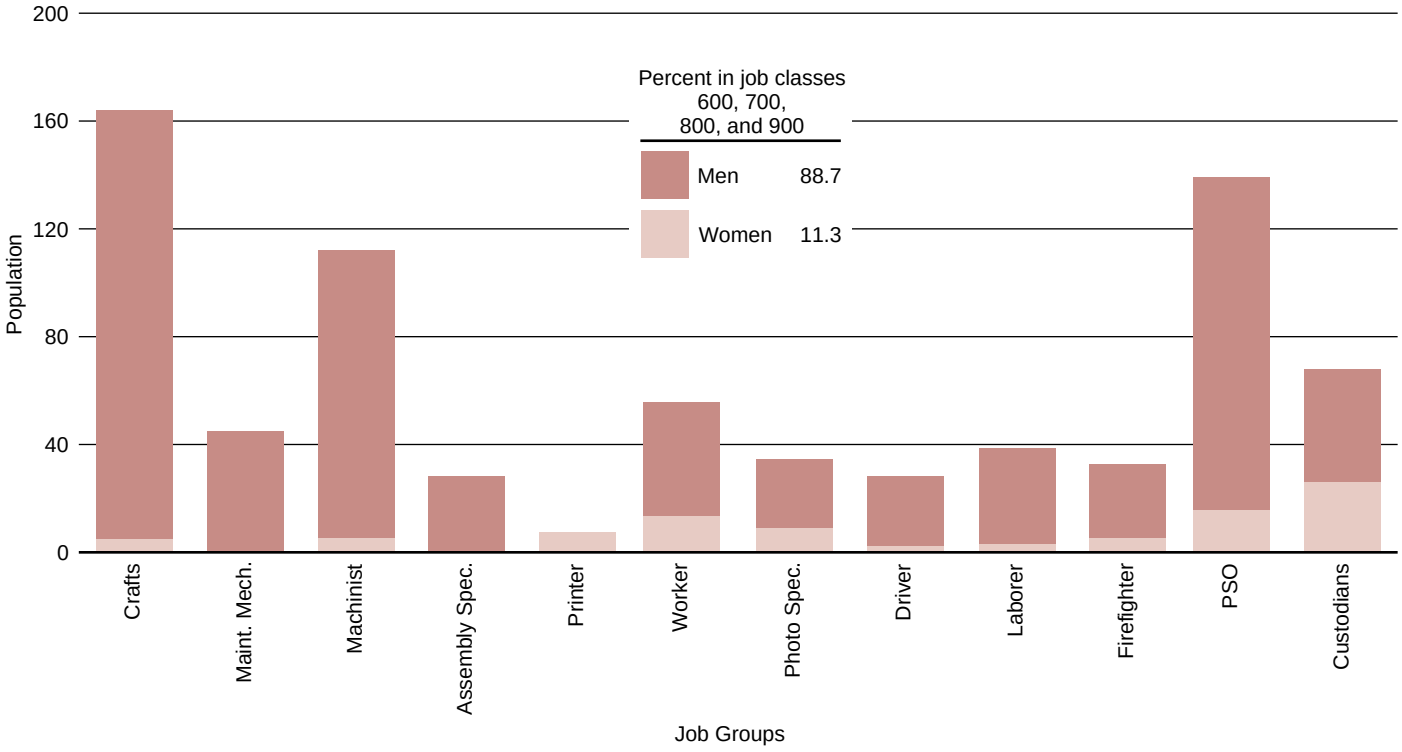

700
600
500
400
300
200
100
0
Population
Percent in professional jobs
White 84.5
Hispanic 3.3
American Indian 0.8
Asian 8.5
Black 2.9
Administrator
Physicist
Chemist
Life Scientist
Computer Scientist
Mech. Eng.
EE
Eng. Misc.
Tech. Editor
Environmentalist
Job Groups

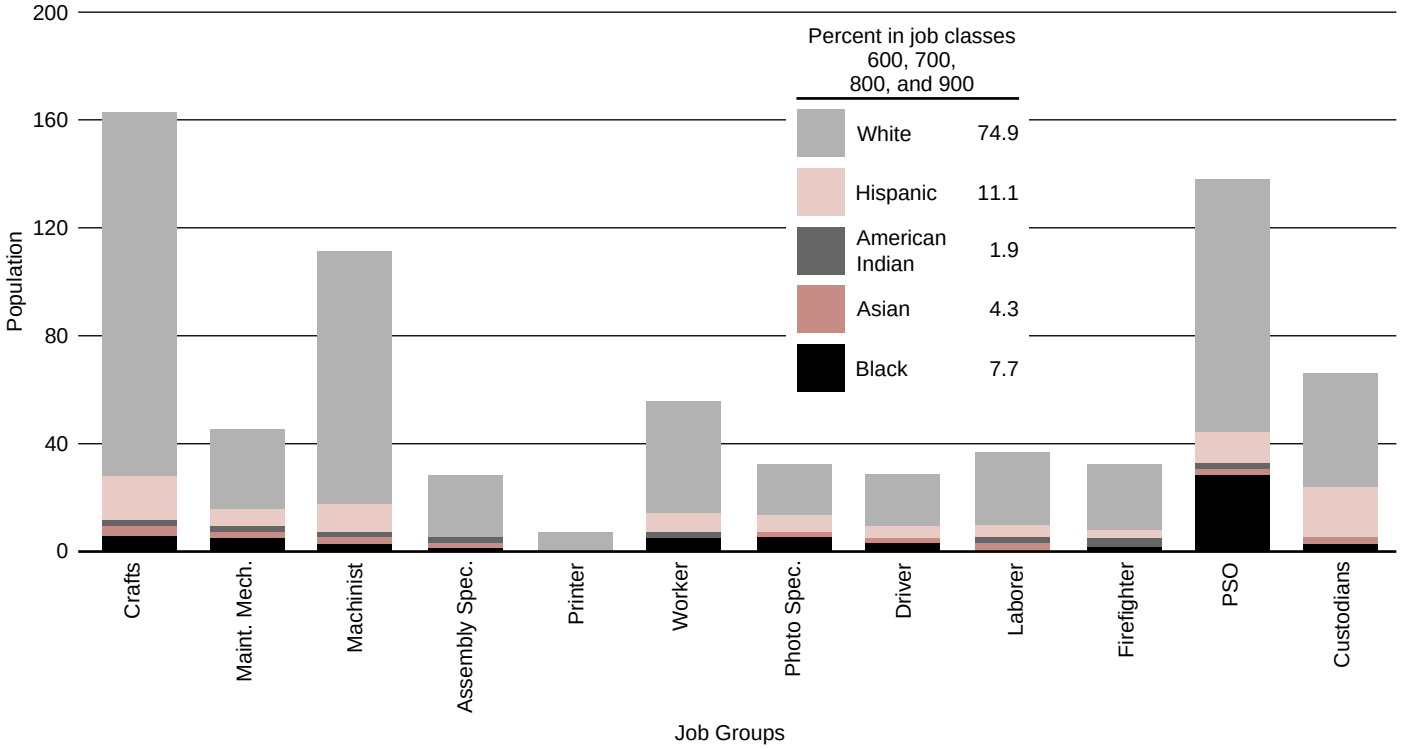

Percent in technical jobs
Men 81.7
Women 18.4
Population
300
250
200
150
100
50
0
Mech. Tech.
Mech. Specialist
Elec. Tech.
Elec. Specialist
Fabrication Tech.
Chem. Tech.
Eng. & Sci. Tech.
Asst. Tech. Coord.
Tech. Sci. Coord.
Tech. Assoc. Non-eng.
Draft Design
Eng. Tech. Assoc.
Comp. Prog. Tech.
Medical Tech.
Tech. Illustrator
Job Groups


Percent in technical jobs
White 82.5
Hispanic 6.7
American Indian 1.7
Asian 4.8
Black 4.4
Population
300
250
200
150
100
50
0
Mech. Tech.
Mech. Specialist
Elec. Tech.
Elec. Specialist
Fabrication Tech.
Chem. Tech.
Eng. & Sci. Tech.
Asst. Tech. Coord.
Tech. Sci. Coord.
Tech. Assoc. Non-eng.
Draft Design
Eng. Tech. Assoc.
Comp. Prog. Tech.
Medical Tech.
Tech. Illustrator
Job Groups

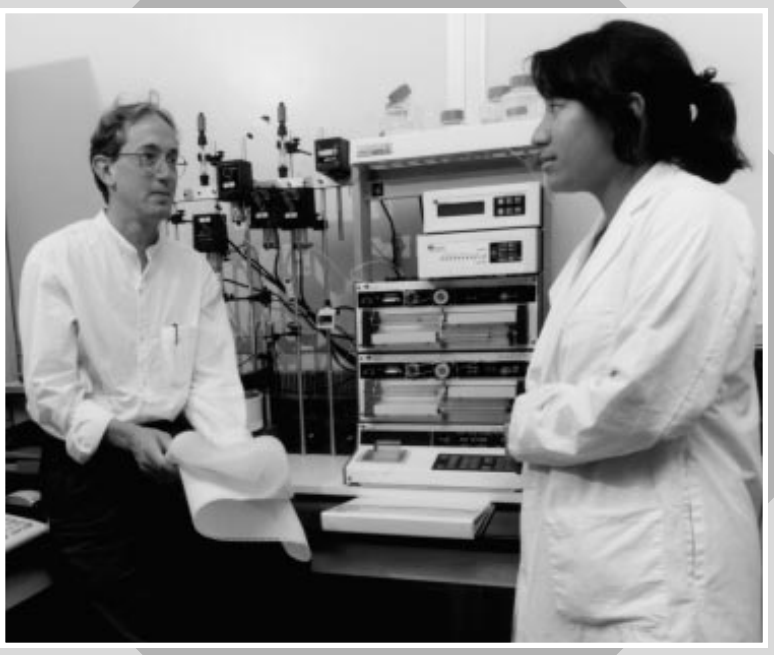

600
500
400
300
200
100
0
Population
Percent in clerical jobs
Men 1.3
Women 98.7
Admin. Spec. I
Admin. Spec. II
Resource Mgr. Support
Comp. Sys. Support
Job Groups


600
500
400
300
200
100
0
Population
Percent in clerical jobs
White 73.4
Hispanic 12.5
American Indian 2.4
Asian 5.3
Black 6.4
Admin. Spec. I
Admin. Spec. II
Resource Mgr. Support
Comp. Sys. Support
Job Groups

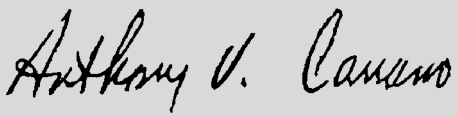

200
160
120
80
40
0
Population
Percent in job classes
600, 700,
800, and 900
Men 88.7
Women 11.3
Crafts
Maint. Mech.
Machinist
Assembly Spec.
Printer
Worker
Photo Spec.
Driver
Laborer
Firefighter
PSO
Custodians
Job Groups


200
160
120
80
40
0
Population
Percent in job classes
600, 700,
800, and 900
White 74.9
Hispanic 11.1
American Indian 1.9
Asian 4.3
Black 7.7
Crafts
Maint. Mech.
Machinist
Assembly Spec.
Printer
Worker
Photo Spec.
Driver
Laborer
Firefighter
PSO
Custodians
Job Groups

Biology and Biotechnology Research Program



"The Biology and Biotechnology Research Directorate is committed to a diverse workforce in which all individuals are encouraged to develop their full potential. We recognize that our continued strength derives from a highly competent, interactive, adaptable, and diverse workforce."



Anthony V. Carrano
Associate Director
Biology and Biotechnology Research Directorate

% of LLNL Population		Women		Composite Minority		Black		Asian		American Indian		Hispanic	
AD Pop.	% of LLNL	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.
65	0.9	38	58.46	14	21.54	2	3.08	7	10.77	1	1.54	4	6.15

Overview

The Biology and Biotechnology Research Directorate has approximately 1% of the total Laboratory population. Its mission is to initiate and conduct health and life sciences research in support of national needs and to ensure transfer of knowledge and technology to all sectors of our society: industry, universities, and the public. The major research efforts include studies of the organization and function of the human genome, genetic damage and its relationship to disease, DNA repair, structural biology, and development of enabling instrumentation and technologies for biology, biotechnology, and health care.

The directorate communicates its commitment to affirmative action, equal employment opportunity (AA/EEO), and diversity primarily through encouragement and support of its staff in their efforts to achieve excellence in the research, training programs, recruitment, and career development of all employees. Employees are responsible for their own career development, and are aided annually in evaluating progress and revising plans for the future by their supervisors and management. Participation of staff in educational programs that identify and develop future scientists is valued and is a major component of our employees' work. As with all issues of importance to our staff, communications occur via meetings of the whole program, the major research teams, all supervisors, and individual groups with supervisors.

1995 Goals

It is our goal to have a total workforce that increasingly reflects the nation's population. Reports on our career workforce identify areas in which certain populations are underrepresented. We have a strong commitment to recruit and train future scientists from populations that are underrepresented in our program and the nation's work force. We will strive to address the needs of any areas where there is underutilization as we hire throughout the year. Over time, we believe that our recruiting, education, promotion, and career-development actions will produce a total-program workforce that reflects a balance between minorities and genders.

Our personnel are distributed in 9 of the Laboratory's 48 job groups. Under the current conditions of restricted hiring, we have established the following affirmative action hiring goal to help the Laboratory meet its institutional goals: one woman in the AC job group (see Appendix A for job group descriptions).

Achievements and Good-Faith Efforts

Changes in our total workforce over the past fifteen months indicate that our overall strategy for developing and maintaining a diverse workforce has been successful. Our total workforce includes many employees not in the Employee Representation Table (see top of this page) who are on definite term, postdoctoral fellow, or student appointments.

- There were five instances of upward reclassification or promotion of women, one of whom is a minority. In one case, a change in career has produced greater potential for growth.

- Four scientist positions were converted from term definite status to career indefinite status; all four positions were filled by women, one of whom is Asian.
- Among our fifteen new term employees, twelve are women and three are men, including one black, two Hispanics, and four Asians.
- Our total postdoctoral fellow workforce now numbers seventeen, with six women and eleven men, six of whom are minorities. Among the nine new postdoctoral fellows, four are women and five are men; seven of these are minorities, five of whom are citizens of "sensitive countries."

Our education and training efforts are increasing our workforce pipeline for minorities and women.

- Our staff provided research experiences to six teachers and thirty-seven students (twenty-one women and sixteen men; among these were twenty-two minority participants) during the summer months via the Summer Employment Program, National Institutes of Health Minority High School Research Apprenticeship, Associated Western Universities Summer Program, and DOE's Science and Engineering Alliance.
- Some of our students' summer experiences were extensions of year-round or semester-long research experiences in LLNL's Student Technology Experience Program (our STEP group had thirteen students including eleven women and two men, among whom were one black and one Hispanic), DOE's Science and Engineering Research Semester program (our SERS group included eight students with five women and three men; among them was one Asian), and the Biology and Biotechnology Research Program (BBRP) Technical Trainee Program (three students, with one woman and two men).

BBRP has a broad range of contacts with the community. Tours of our program, lectures in classrooms, presentations to civic groups, and participation of our staff in the Expanding Your Horizons Conference are among the ways in which we work to bring the excitement of science at LLNL to the public, including young people and their parents.

In 1994, many of our supervisors and managers participated in a program on Managing Change and Diversity. In addition, seven of our managers have received extensive training in Total Quality Management.

We initiated new efforts to provide career development support for our staff. Career development plans are now a required element in annual performance appraisals for all employees of our program. On an informal basis, job shadowing has been arranged for several staff of other departments that are working toward degrees and new careers in the biological sciences. In addition, our program will explore development of an ombudsman program, as another avenue for improving communications among staff.

Chemistry and Materials Science Directorate

"The Chemistry and Materials Science Directorate is committed to comply with Laboratory policy toward affirmative action and the assurance of equity and equal opportunity in the selection, development, and utilization of minorities and women."

Jeffrey Wadsworth
Associate Director
Chemistry and Materials Science

% of LLNL Population		Women		Composite Minority		Black		Asian		American Indian		Hispanic	
AD Pop.	% of LLNL	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.
307	4.3	87	28.34	51	16.61	9	2.93	22	7.17	4	1.30	16	5.21

Overview

The mission of the Chemical and Material Sciences Directorate is to provide scientific and technical expertise and leadership in the chemical and materials sciences to support the many programs at LLNL. In accomplishing this mission, the department seeks to advance the frontiers of science, develop a qualified and responsive scientific and technical staff, be innovative in advancing technologies with end applications, and increase interactions with scientists in universities, other government laboratories, and industry. We strive to meet a sponsor's programmatic and quality requirements in a safe, timely, and cost-effective manner. We can achieve this goal by using good business practices while complying with applicable federal, state, and local regulations, including the DOE-UC Contract 48. We seek excellence and continuous quality improvement in all aspects of our work.

The directorate is composed of five divisions: Analytical Sciences, Chemical Sciences, Condensed Matter Sciences, Materials Science and Technology, and Isotope Sciences. Each is headed by a division leader. We are committed to affirmative action and equal employment opportunity (AA/EEO). The Affirmative Action Coordinator (AAC) is available to individuals for consultation, and she personally administers two programs, the National Physical Science Consortium (NPSC) and the Technician Trainee Program.

1995 Goals

We anticipate a limited amount of hiring in targeted programs. We are working with the AAC to enhance the job assignments of our women and minorities through career development.

Our personnel are distributed in 16 of the Laboratory's 48 job groups. Under the current conditions of restricted hiring, we have established the following affirmative action hiring goals to help the Laboratory meet its institutional goals: one woman, and either one Asian or Hispanic in the BC job group (see Appendix A for job group descriptions).

Achievements and Good-Faith Efforts

During 1994, we instituted a policy to have the AAC review all resumes and applications so that she could contribute input for hiring decisions. We hired one female and one Asian male chemist, and took a black female chemist transfer. The transfer was for the new Isotope Sciences Division, which resulted from the directorate's acquisition of the Nuclear Chemistry Division. All of these hires were in the 200-level series (see Appendix A, job groups at LLNL), with the exception of one female, who was hired in the 100-level series. There were no hiring or transfers in the 300- or 500-level series.

The directorate has been involved in a wide variety of programs designed to increase diversity, including a number of important educational programs intended to increase the long-term pool of suitable applicants. These include:

- Sponsorship of the National Organization of Black Chemists and Chemical Engineers (NOBCChE) scholarship. The 1994 winner was a black male who participated in the 1994 Summer Program.

- Participation in NOBCChE's Annual Science Quiz Bowl.
- Participation in the American Indian Science and Engineering Society (AISES).
- Completion of our sixth year of participation in the NPSC. The directorate is sponsoring four females, one of whom is black, and one black male in Ph.D. programs in chemistry and materials science at MIT, UC Berkeley, Stanford, the University of Kansas, and the University of Wisconsin. (One black male participant transferred to Computer Science but is still in the program.) This year we selected a female Ph.D. candidate in materials science for the program.
- Successful completion of the Technician Trainee Program by a female participant.
- Participation by several directorate employees in the Livermore Elementary-School Study of Nature (LESSON) Program.
- Participation in Expanding Your Horizons in Science and Mathematics Conference.
- Continuation of a dialog program consisting of an ethnic cross-section of the directorate to increase understanding of differences.
- Sponsorship of the Summer Employment Program in which four minorities and five females participated.

In addition, the AAC of the directorate and the group leader for Diversity and Equal Opportunity Programs prepared a comprehensive review of all the directorate's programs, with a proposed budget, and submitted it to the AD.

Computation Organization

"The Computation Organization reaffirms its full commitment to equal employment opportunity and affirmative action, as stated in the policies and procedures in the Laboratory's Affirmative Action Plan. We pledge our support for the objectives of AA/EEO and the attainment of a work environment free from discrimination. Within this framework, employment and advancement decisions are to be made on the basis of individual merit and job-related criteria."

C. William McCurdy

C. William McCurdy
Acting Associate Director
Computation Organization

% of LLNL Population		Women		Composite Minority		Black		Asian		American Indian		Hispanic	
AD Pop.	% of LLNL	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.
658	9.3	237	36.02	117	17.78	24	3.65	56	8.51	5	0.76	32	4.86

Overview

The Computation Organization supports the Laboratory's programs with a full range of computer and computational science tools and techniques on a wide range of platforms—from a single workstation to state-of-the-art supercomputers.

Computation has a career population of 658 employees, which is approximately 9.25% of the total Laboratory FTE population. Over half the employees work within the Computer Applications Organization (CAO) and are matrixed to various Laboratory programs. The remaining employees work for Livermore Computing (LC), the National Energy Research Supercomputer Center (NERSC), and the Associate Director's (AD's) staff.

In accordance with the Affirmative Action Plan (AAP), this organization bases employment decisions on objective standards with full consideration for Laboratory AA/EEO policies. Accordingly, we recruit, hire, train, and promote the most qualified persons into all job levels. All other personnel matters, such as compensation, transfers, layoffs, company-sponsored training, education, tuition assistance, and social and recreational programs will be administered in accordance with this policy.

The AD and Deputy Associate Directors (DADs) in Computation have overall responsibility for implementing the Laboratory's AA/EEO policy, and their performance evaluations reflect AA/EEO efforts and results for their organizations. The Center for Computational Sciences and Engineering (CCSE) Administrator for Computation is the lead Affirmative Action Coordinator (AAC). With the full support of senior management, the AAC monitors all AA/EEO activities, reports the effectiveness of Computation's AA/EEO program on a quarterly basis, and develops recommendations for necessary action to ensure the attainment of program objectives.

Computation's AD, DADs, and division leaders help the lead AAC identify problem areas and establish department goals and objectives; perform periodic audits of AA/EEO policy compliance, (e.g., audits of training programs, hiring and promotion patterns); meet with employees to be certain that LLNL policies are being followed; review the qualifications of all employees to ensure that minorities and women are given full opportunities for transfers and promotions; encourage minorities and women to participate in LLNL-sponsored educational, training, recreational, and social activities; and provide career counseling for all employees.

Computation managers and supervisors have the responsibility to obtain and disseminate AA/EEO information to their subordinates, prevent unlawful discrimination or harassment, and ensure that no retaliatory action is taken against any employee who has either filed a complaint or given evidence in support of a complaint. They also must be cognizant of any underutilization in their group and the corrective actions to be taken, evaluate job-related qualifications of all subordinates to ensure that minorities and women are given full opportunities for transfers and promotions, provide or facilitate career counseling, and watch for and consult with the appropriate AA/EEO manager about any AA/EEO problems that may develop within their groups.

The AACs and their organizations have the responsibility to develop and implement the organization's AAP for minorities and women, administer and disseminate LLNL EEO and AA programs and policy, monitor the organization's AA/EEO performance, and report AA efforts and results to appropriate organization managers and Human Resources personnel.

AACs monitor the organization's AA/EEO auditing and reporting system on a quarterly basis. This system contains accurate and up-to-date records on all applicants, hires, promotions, transfers, and terminations by race and gender. AACs require regular formal reports from unit managers on the attainment of corporate and unit goals; review all selections, promotions, and training; inform top management of the effectiveness of AA/EEO policy, and recommend improvement if necessary.

The AACs also assist line managers to identify problem areas, establish goals and objectives when appropriate, and develop and implement programs for corrective action. They ensure that AA/EEO counseling is available to all employees and that complaints filed internally are handled in a professional and timely manner. They see that meetings are conducted with managers and supervisors to explain the organization's AA/EEO policy and objectives and each employee's responsibilities thereunder. In particular, while engaged in LLNL business, each Computation employee will be held accountable for his or her behavior and for ensuring that it is consistent with the Laboratory's AA/EEO policy.

1995 Goals

Because of routine employee turnover and the need for specific new skills, Computation hires new employees even during periods in which our total workforce does not necessarily expand. We will continue to recruit and hire on a nondiscriminatory basis and utilize sources that will yield an appropriate flow of women and minority candidates.

Goals have been established in reference to the greater needs of the Laboratory, and will be provided for each organizational unit based on its population. Computation has established the following objectives for this AAP year:

- Focus strongly on the Computer Scientist (BE) job group.
- Actively recruit qualified candidates from underutilized groups.
- Make on-the-spot employment offers to exceptionally qualified Student Employment Program candidates at the time of the campus interview.
- Advertise through minority professional organizations.
- Participate at university career days and job fairs sponsored by women and minority student organizations.
- Increase the role and visibility of the organization AACs.

Computation, with assistance and support from local establishments, will again participate in a number of special programs designed to embrace educational, social, economic, and cultural opportunities for minorities and women. For example, the group leader for the User Information group at NERSC has accepted the position of co-chair for the Expanding Your Horizons Conference. It will require many hours to coordinate every aspect of this event.

Our personnel are distributed in 15 of the Laboratory's 48 job groups. Under the current conditions of restricted hiring, we have established the following affirmative action hiring goals to help the Laboratory meet its institutional goals: two blacks (one in the BA job group and one in the BE job group); two Asians (one in the BE job group and one in the CQ job group); and one Hispanic in the BE job group (see Appendix A for job group descriptions).

Achievements and Good-Faith Efforts

The Computation Organization made progress in four of five underutilized job groups, reaching or exceeding three AA goals. An internal promotion satisfied the goal of one Hispanic in the Management Scientific (AA) job group. The Computer Scientist (BE) job group made progress toward its goal of five blacks by hiring one full-time equivalent (FTE). We were able to meet the goal for one Hispanic computer scientist, and exceeded the target of two Asians with four hires. Although we hired and promoted minority women in the Administrative Support II (DB) job group, the goal of one black was not met.

During the period, 38 openings were posted in CAO, of which 79% were filled by minorities and/or women. The new hires, by minority group status and gender, resulted in the following percentages:

- Management (AA & AB), 2% women and 1% minority.
- Supervisory Technical (AC), 30% women and 10% minorities.
- Supervisory Administrative (AD), 100% women and 33% minorities.

Computation developed action-oriented programs tailored to increase the representation of minorities and women. We determined that our position descriptions accurately reflect the functions performed, and that our job specifications are nondiscriminatory with respect to race, color, religion, gender, and national origin. All other aspects of our selection process were also found to be nondiscriminatory, and all personnel that take part in the selection process are chosen with special care and receive training to ensure that selection remains nondiscriminatory.

The managers and supervisors in the Computation Organization also participated in the two-day LLNL diversity training and awareness class. New managers attended the "Orientation for New Supervisors" class, which includes managing diversity, unlawful discrimination, AA, and EEO. AA/EEO policy is also thoroughly explained in the orientation for new employees.

Computation actively recruited minorities and women via employee referrals and local job fairs, and continued a well-established recruitment relationship with eight target universities: Massachusetts Institute of Technology, the University of Illinois, California Polytechnic State University, Carnegie Mellon University, Purdue University, UC Berkeley, California State University Sacramento, and UC Davis. Technical recruiters visited campuses to interview and to establish personal contact with minority-recruitment program coordinators.

We also held formal briefing sessions for representatives of recruiting sources to describe our selection policies and presentations, including facility tours and presentations by minority and female employees. Position descriptions, worker specifications, and recruiting literature were made available to all recruiting sources.

The online Resumix system also allows current employees to apply for current job postings through self-nomination or file matches from resumes placed online at an earlier date.

To ensure that all candidates have equal opportunity for promotion, supervisory personnel posted or announced all promotional opportunities, offered job-training, and work-study programs. In addition, they were required to write a justification when a seemingly qualified minority or female employee was not promoted.

The organization provided formal career counseling programs such as inter-personal skills development, education aid, job rotation, and the buddy system. Computation also encouraged its employees to enroll in classes such as oral communication for non-native speakers, presentation delivery and design, assertive communication, career management, technical leadership, and leadership styles to prepare for higher management roles or to aid career growth. Employee volunteers for the Ombuds program helped prepare for their role by taking LLNL classes, such as Policies and Procedures, Third Party Neutrality, Successful Problem Solving, Sexual Harassment Prevention, and Stray Remarks.

Some individual education and training efforts during the year included (1) a black woman working towards a B.S. in Business Administration at Holy Names College, (2) an Asian American man taking courses towards a B.S. in Computer Science at Chico, and (3) a black woman taking courses at a local community college towards an A.A. in Business Administration.

NERSC employees are encouraged to take classes in their particular fields to enhance or learn new skills. Career and special training arrangements are made on a one-to-one basis between the employee and manager.

Computation worked with special interest groups and the Diversity/AA organization to recruit minority applicants, and vigorously supported programs that exposed its employees to the diverse cultures of the individuals who comprise its workforce. Computation supported a number of events, including Black History Month, Women's History Month, Asian Pacific American Heritage Week, National Hispanic Heritage Week, and American Indian Week, and encouraged employee participation in organizations such as American Indian Activity Groups, Amigos Unidos, Asian Pacific American Council, Association for Black Laboratory Employees, and the LLNL Women's Association.

Computation employees participated in a number of Community Action Programs designed to strengthen the social, economic, and educational status of women and minorities, such as:

- *Take Our Daughters to Work Day*
  Computation participated in many ways: redesigning a database and entering the registration information, arranging work assignments, and giving demonstrations. Hands-on projects showed the girls what Computation employees actually do at work. A major focus was on working together to solve problems.
- *Expanding Your Horizons*
  This science and mathematics career conference for young women in the 6th through 12th grades is an

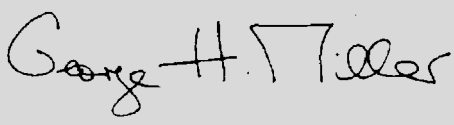
annual event. Participation by members of the Computation Organization ranged widely from chairperson to hall monitors, publicity, and registration.

- *Southwest Indian Polytechnic Institute (SIPI)*
  NERSC participated in a one-week workshop at LLNL using the National Education Supercomputer, a CRAY Y-MP EL. This program offers hands-on experience in high-performance computing and exposes the students to a scientific research environment.
- *Science Bowl*
  NERSC employees worked as moderator, science judge, rules judge, timekeepers, and scorekeepers in the fourth annual National Science Bowl, a tournament-style academic competition that challenges and recognizes students' knowledge of science and mathematics.

Other events in which Computation employees participated included the 20th Annual Career Fair of the Black Engineering and Science Student Association (UC Berkeley), the American Indian Science and Engineering Society Conference, and the Science and Engineering Research Semester Program. Employees also volunteered for Youth Motivation Programs, Career Fairs, and other community activities.

Defense and Nuclear Technologies Directorate

"The Defense and Nuclear Technologies Directorate is committed to a discrimination-free workplace. We recognize the differences in individuals and strive to provide an environment that will encourage each individual to maximize his or her contributions and development. We aggressively pursue equal opportunity in the selection, development, and utilization of the broadest possible segment of our country's population."



George H. Miller
Associate Director
Defense and Nuclear Technologies Directorate

% of LLNL Population		Women		Composite Minority		Black		Asian		American Indian		Hispanic	
AD Pop.	% of LLNL	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.
256	3.6	78	30.47	33	12.89	9	3.52	7	2.73	4	1.56	13	5.08

Overview

The mission of the Defense and Nuclear Technologies Directorate (DNT) is to be a responsible steward of the United States nuclear weapons enterprise and includes development of basic technologies and the application of those technologies to the nation's weapons stockpile.

The DNT Directorate's four primary objectives are to:

- Ensure that the nuclear weapons currently in the stockpile are safe, secure, and reliable.
- Develop the capabilities and technology required to respond to nuclear weapon issues without nuclear testing.
- Assist in the dismantlement of LLNL-designed nuclear weapon systems.
- Provide technical support for national objectives in nonproliferation, verification, and arms control.

These responsibilities are being carried out in a climate of steadily decreasing budgets; however, affirmative action and equal employment opportunity (AA/EEO) are key features of our screening and hiring process, and those leaders who make hiring and transfer selections are fully committed to these goals.

The DNT Directorate consists of A and B Divisions, the Defense Sciences Department, Nevada Field Operations, and the LLNL Classification Office. With the cessation of nuclear testing, the directorate grew with the transfer of people from the former Nuclear Test/Experimental Sciences directorate. Without these transfers, our directorate population would have decreased by a few percent over this reporting period.

We communicate our commitment to AA/EEO and diversity. We encourage and support our staff by providing training programs, recruitment, and career development for all employees. Employees are informed of and encouraged to attend AA/EEO-related presentations. Consistent with other issues of importance to our directorate, we communicate via meetings of the whole program, major research teams, supervisors, and individual groups with supervisors.

Affirmative action and equal employment opportunity are especially important in our screening and hiring processes. Since the number of external hires will continue to be very few for the foreseeable future, changes in our employee mix will be determined more by those who leave the directorate than by those few we hire. Future hires will be predominantly for term or postdoctoral positions, and we will continue to search for qualified women and minority candidates for these positions. Under these constraints, we will focus our efforts on the processes of valuing and managing diversity, which encompass appreciating differences in people and the contributions of individuals from every segment of our employee population.

1995 Goals

We continue to encourage the administrative staff to further their college educations to enhance their career growth. Seven administrative staff members were enrolled in accredited colleges in this reporting period. Our members are advancing their education in business and specialized fields. By continuing the education of our personnel we are preparing our people to meet the needs of the Laboratory, therefore improving the recruiting feeder-pool with qualified people. For three years in a row, three different members of our staff have received an LLNL Women's Association Scholarship Award.

It is difficult to set numerical goals in a year in which total personnel will likely decrease. However, we will continue to search for qualified women and minority applicants if positions should become available, and will try to attract qualified women and minorities from the Laboratory for our internal transfer positions.

We will continue to support two black students at Florida A&M University. We will provide scholarship funds during the academic year and technical summer

jobs for these students until they graduate as long as they continue to meet academic standards.

As a part of the directorate's commitment to AA/EEO programs we will be sponsoring a native Hawaiian speaker for LLNL's Asian Pacific Islander Week.

We will continue to promote the principles of diversity. Our supervisors and managers will participate in Laboratory-wide diversity training as well as our own sponsored activities.

Most opportunities for enhancing job assignments arise from a changing organization and mission. As change continues within the directorate, we expect to take advantage of those opportunities to continue our efforts to build a diverse workforce.

Our personnel are distributed in 18 of the laboratory's 48 job groups. Because of the current conditions of restricted hiring, we anticipate no projected affirmative action hiring goals this year.

Achievements And Good-Faith Efforts

Training in multicultural diversity and EEO issues was continued in 1994, and all directorate supervisors and managers attended LLNL's Diversity Training Program for Managers and Supervisors. A directorate diversity program was developed to increase awareness within the workforce, the managers, and the supervisors. This program focuses on supporting diversity efforts, promoting guest speakers and dialogue groups, expanding our diversity library, and continuing our awareness of diversity. Employees were encouraged to attend Laboratory-wide diversity offerings and to promote such offerings within their organizations. Employees were informed of cultural, diversity, and AA/EEO issues and activities at regular staff meetings and through circulation and posting of material.

- For the third year, the DNT Directorate continued to sponsor two black Florida A&M University students (one male/one female) for support during the academic year and for summer employment. They are members of the Life-Gets-Better/Thurgood Marshall Scholars Program and spent the summer working in x-ray optics. The project attempted to focus soft x-rays within opaque spheres, and involved hands-on work with x-ray and imaging equipment. As long as the students are making satisfactory academic progress, they will be supported in their academic work and be invited back as summer students at LLNL each year until their undergraduate work is completed.
- A Division employed three summer students in 1994. One summer student was a black female on-the-job-trainee (OJT). She processed library searches and compiled information in support of one of A Division's Cooperative Research and Development Agreements (CRADAs). At the end of the summer she was kept on the staff as an indeterminate employee. She will be returning next year after attending her first year at North Carolina State University majoring in Chemical Engineering. We believe that her strong interest in science and engineering, combined with exposure to our Laboratory and the appropriate mentoring, will assist her in achieving her career goals.
- We assisted a minority female in making a career change within our directorate. This involved career counseling, interest assessments, and positive steps to a position with additional growth potential.
- During this time period, one female hydro technologist and two administrative assistants were reclassified upward.
- We accommodated the desire of two employees, one a female minority, to job share a full-time position.
- One of our employees served on the Advisory Committee, and many managers, supervisors, and employees attended the Workforce 2000 Excellence through Diversity Conference.
- Several managers, supervisors, and employees attended the LLNL Technical Woman's Symposium, and some of our employees were among the speakers who gave technical presentations on their work.

This was a period of hiring limitations due to funding. Only two career hires were made in this reporting period, and one was a minority male. Through external hire, transfer, or extended term, the directorate managed to attract the following:

- One black male engineer
- Three Hispanic female administrative assistants
- One female postdoctoral physicist
- One Asian male postdoctoral physicist
- One Hispanic male physicist
- One American Indian male hydro technologist
- One female manager.

Director's Office

"Our goal is for the Laboratory to be the institution of choice for the most talented employee pool, which includes Americans with disabilities, minorities or people of color, women, and veterans. We are committed to continuing our recruiting and hiring of outstanding performers from diverse backgrounds; to designing and implementing leading educational and community outreach programs; to communicating technical and human resource achievements; and to providing the technical expertise in diversity, employment law, and affirmative action to organizations within LLNL."

Ronald W. Cochran

Ronald W. Cochran
Laboratory Executive Officer and
Laboratory Equal Employment Opportunity Officer

% of LLNL Population		Women		Composite Minority		Black		Asian		American Indian		Hispanic	
AD Pop.	% of LLNL	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.
1084	15.3	539	49.72	244	22.51	86	7.93	52	4.80	24	2.21	82	7.56

Overview

In addition to the immediate staffs of the Director, Deputy Director for Operations, Deputy Director for Science and Technology, and the Laboratory Executive Officer, many different administrative organizations report to the Director's Office. These groups include:

- Affirmative Action and Diversity Program (AADP).
- Audit and Oversight Department.
- Business Operations, which consists of the Services and Distribution Department and the Contracting and Materiel Management Department.
- Controller's Office, which includes the Budget Office, Finance Department, and the Resource Information and Analysis Group.
- Education Program.
- Human Resources Department.
- Laboratory Counsel Office.
- Public Affairs Office (PAO).
- Safeguards and Security Department.

The mission and goals for the Director's Office and the groups that report to it are diverse, broad-based and institutional in nature. The Director and his senior management staff remain committed to meeting the Laboratory's affirmative action goals, equal employment opportunities and diversity in the Laboratory's workforce. The Laboratory provides an environment that continues to attract a diverse pool of excellent candidates. Laboratory management is committed to fostering a work environment that takes full advantage of the strengths deriving from employee diversity and in which all Laboratory employees have an opportunity to realize their potential and to excel and meet the challenges of the Laboratory's missions.

In the Director's Office reporting structure, the Department Manager typically reports to the Director, one of his two Deputy Directors, or the Laboratory Executive Officer. Within each department there is a reporting structure where specific individuals with management responsibility report to the next higher level manager up to the Department Manager. During this past year, the Director selected several key replacements for individuals who retired under the 1993 VERIP-III program and were responsible for the Laboratory's Affirmative Action and Diversity Program. These selections included the Laboratory's Equal Employment Opportunity Officer and the Deputy Associate Director for Affirmative Action and Diversity Programs.

The Director's Office and the reporting organizations disseminate information regarding Affirmative Action (AA) and Equal Employment Opportunities (EEO) through meetings with managers, senior staff, and division administrators to explain the intent of the policy, goals, progress, and individual responsibilities for effective implementation. We inform appropriate managers of the specific areas where there is underutilization, and post the pertinent policy on bulletin boards.

All managers, supervisors and employees are expected to abide by LLNL policies regarding nondiscrimination. The managers, supervisors and the Affirmative Action Coordinator (AAC) are professionally responsible and tasked to meet the policy as part of their position responsibilities. Their activities in this regard are evaluated in their annual performance appraisal.

Because of programmatic downsizing, which resulted in restricted external hiring during the past several years, we have been limited in recruiting outside the Laboratory. When we can do external recruiting, we use the process implemented by our Human Resources Department and comply with the our established AA/EEO policies.

All managers and supervisors are responsible for maintaining a work environment that is in compliance with established AA/EEO policies and regulations, establishing and meeting commitments for AA/EEO, and managing and developing staff to facilitate long-term growth and productivity.

The managers assist the AAC in the identification of problem areas and the establishment of department goals and objectives. They are responsible for approving all internal hires, transfers, and promotions at the Department / Associate Director level. External hires continue to be approved at the Deputy Director level.

The responsibilities of the AAC include:

- Monitoring the status of current underutilization and goal progress and appropriately briefing managers.
- Maintaining and monitoring records on all referrals, applicants, hires, promotions, transfers, and terminations to be certain that all employees are treated on a fair and equitable basis.
- Reviewing all selection, promotional, and training procedures to ensure that they are nondiscriminatory.
- Keeping management informed of any developments in the equal opportunity area.
- Recommending improvements, if necessary, and assisting supervisors in developing solutions to problems.
- Informing interviewing supervisors of any underutilization prior to the close of posted positions and encouraging recruitment of as diverse an applicant pool as possible.
- Routinely monitoring bulletin boards for content and diversity representation.

It has been and will continue to be the policy of the Director's Office and all of the areas reporting to the Director's Office to be an equal opportunity employer, recruiting, hiring, training, and promoting into all job levels the most qualified persons without regard to race, color, religion, sex, or national origin.

Staff members throughout the Director's Office and reporting organizations participated in activities such as Take Your Daughter to Work Day and SonDay. During 1994, all Finance Department supervisors and managers had Workforce Diversity training, and the AA Coordinator and another female employee attended the "Introduction to Diversity Dialogue Groups" course. Staff members also participated as speakers in local area schools and have been speakers at the Expanding Your Horizons conference and the LLNL Technical Women's Symposium.

Mission and Structure of Reporting Organizations

Affirmative Action and Diversity Program

The AADP's mission is to promote a high-quality affirmative action program that ensures a discrimination-free work environment, provides an opportunity for all employees to contribute to their full potential, and is in compliance with the applicable laws, policies, and regulations. The AADP reports to the Laboratory Executive Officer, who is the Equal Employment Opportunity Officer (EEOO) and is responsible for overseeing and directing the Laboratory's AAP.

Audit and Oversight Department

The Audit and Oversight (A&O) Department is an independent and objective review group established by LLNL management to promote effective internal controls and prudent business practices at reasonable costs.The mission of A&O is to assist management in the effective discharge of its responsibilities by conducting internal audits and studies, and by coordinating all external audit activities. The A&O Manager reports directly to the Laboratory Executive Officer.

Business Operations

The Business Operations organization supports the Laboratory programs and departments by procuring, supplying, and distributing materials and services. Business Operations also maintains the Business Affirmative Action Office (BAAO), whose primary objective is to assist the Laboratory in finding small businesses, small disadvantaged businesses, and small women-owned businesses for procurement awards.

The BAAO is a staff organizational unit assigned to the manager of the Contracting and Materiel Management Department (C&MMD). Our primary objective is to assist the Laboratory in optimizing the extent to which small businesses, small disadvantaged businesses, and small women-owned businesses receive procurement awards. The office established and maintains a database of these three categories of businesses that desire to provide products and / or services to the Laboratory. In addition, the BAAO has direct access to the U.S. Small Business Administration's (SBA) Procurement Automated Source Systems (PASS), which lists more than 250,000 small business sources. The BAAO actively seeks to identify new firms for subcontracting opportunities at LLNL. It uses a variety of resources to keep informed of industry trends and issues and statutory changes that impact the Laboratory. This information is then routinely provided to C&MMD personnel and representatives.

Controller's Office

The Controller's Office, which consists of Budget, Finance, and the Resource Information and Analysis group, serves as the Laboratory's financial advisor and provides sound financial management in support of all Laboratory programs by assuring the integrity and

accountability of operations, including compliance with the financial policies and procedures of the Laboratory, DOE, and UC. The Finance Department is organized into five divisions: Department Operations, Customer and Strategic Initiatives, Accounting Services, Disbursement Services, and Information Services.

In all our departments, the AAC compiles, prepares, and distributes the annual Affirmative Action Plan, and attends AAC meetings, workshops, special presentations, and classes to stay current with Laboratory AA/EEO/workforce diversity policies and procedures. The AAC keeps department management advised on the status of current underutilization through periodic updates at weekly management team meetings. The AAC also addresses current AA needs with the interview team leaders and their managers whenever recruiting is taking place. Department managers and supervisors are responsible for monitoring AA/EEO good-faith efforts, ensuring compliance with LLNL AA/EEO policies, and fostering a diverse workforce within their divisions. Compliance with these efforts will be included in manager and supervisor performance appraisals. During 1995, the Controller's Office will continue to make a good-faith effort to eliminate underutilization in its anticipated hiring.

Education Program

The Education Program assists educational institutions covering kindergarten through postdoctoral education to develop educational plans that tap into the vast resources available in the technical community. This helps ensure that resources in the technical community are used to their fullest and that educational institutions derive the maximum benefit from them. The Education Program's goal is to (1) educate the future workforce, (2) involve the technical community in education, and (3) to educate the public in science and technology. We develop strategies for providing sequential program support to students at all levels. We provide unique connections across department and discipline boundaries, and we disseminate effective programs and strategies to other private technical organizations so that their resources may also meet the local, regional, state, and national education needs.

Human Resources Department

The Laboratory's Human Resources Department, whose manager reports to the Deputy Director of Operations, provides programs to align the skills, performance, rewards systems, and workforce composition needed to accomplish the Laboratory's missions and adjust to programmatic changes. We aim to have a workforce second to none in excellence, diversity, and accomplishment in our mission areas.

During this past year, our department established the LLNL Career Center. The major goal of the center is to assist employees in meeting the demands of LLNL's evolving mission and changing workforce by providing information and guidance on enhancing personal career goals, developing career plans, and assisting in the preparation and training for potential job changes. The center is making an important contribution by assisting the Laboratory in maintaining its current workforce and helping it meet changing skill-set needs. The center's career management services provide assistance for employees to identify their career goals and options, develop a career plan, assess training and academic options, or prepare for a job search.

Today's employees need to be flexible and responsible for keeping themselves employable. Center activities include a variety of workshops on topics including job search tools (networking, resume writing, interviewing), change management, career strategy, and skills assessment. Individual career counseling, a resource library, and access to employment opportunities are offered. We also offer other human resources career- and management-related topics, such as academic program opportunities and briefings on Resumix, the Laboratory's sophisticated applicant software program.

Laboratory Counsel Office

The Laboratory Counsel Office actively works with the Business Operations Department's Business Affirmative Action Office in advising them on the award of contracts to disadvantaged and/or women-owned businesses. The manager of the Legal Counsel Office reports directly to the Laboratory Executive Officer.

Public Affairs Office

The PAO helps the Laboratory identify and serve the information needs of employees, the public, regulatory agencies, UC, DOE, and other federal agencies and officials. We provide professional counseling and advice to Laboratory management and employees on communications and community outreach, including assessments of policies, decisions, and actions. We describe and interpret the Laboratory's mission and goals to interested and

concerned audiences, solicit reaction and response, and conduct many of the outreach programs. We hold frequent meetings with environmental groups, regulatory agencies, chambers of commerce, businesses, educators, volunteers, city and county government officials, and activists. LLNL's Visitor Center also provides weekly tours of portions of Laboratory technical programs, and maintains an active speakers program that provides additional channels of communication and interaction between the Laboratory and the community.

Safeguards and Security Department

The Safeguards and Security Department is committed to protecting personnel, nuclear material, information, and property. We enforce laws, policies, and procedures related to the safeguard and security of the Laboratory. We support LLNL on an institutional basis by using our professional staff and state-of-the-art security systems to maintain a security posture that is recognized for its excellence.

The department is managed by the Safeguards and Security Department Manager, who reports directly to the Deputy Director for Operations. The manager is supported by the Protection Planning and Assurance Office, Office of Investigative Services, and an administrative staff of six. The department comprises four divisions representing approximately 367 Laboratory employees: Protective Force Division; Information and Personnel Security Division; Engineering and Computations Division (comprised of all matrixed personnel); and the Physical, Technical and Program Support Division.

We established and actively use an Ombuds Committee that serves as an employee resource to resolve problems in the areas of harassment, discrimination, and equal employment opportunity (EEO).

1995 Goals

We remain committed to addressing problem areas, and will continue to strive for full utilization within underutilized job groups, participate in outreach programs, and collaborate with Human Resources to reach ethnic groups whenever external advertisements are made for job opportunities.

To measure progress in the areas of cultural awareness and diversity is important, and Laboratory management is committed to focus on quantitative measures in three key areas: (1) hiring and developing new and experienced employees, (2) improving the correlation between ranking and pay for women and minorities, and (3) requesting that every manager devote more effort to developing tomorrow's managers. The director asked that each manager personally exercise quality assurance on promotions and assure that a strong effort is made to enlarge the pool of outstanding, diverse candidates in all disciplines and at all levels of the organization.

The evaluation system used throughout the Director's Office and the reporting departments is administered through the AAC, who is responsible for implementing an auditing and reporting system. The AAC monitors this system on a quarterly basis using reports supplied by the AADP.

Goals are established in reference to the greater needs of the Laboratory and will be provided for each area based on its population, past employment trends, and project hiring needs. Some of the goals for the groups in the Directorate are:

The Safeguards and Security Department will hold an Effective Employee Selection, a workshop in the latter part of 1995 for all supervisors and managers. This workshop will address such topics as job descriptions, recruiting/diversity, reviewing applications, effective interviewing guidelines, affirmative action, legal issues, and new employee orientation. The department will also establish a Diversity Planning Committee to evaluate proposed training and to develop methods to address employee's diversity concerns. The committee will consist of employees from each division and will be representative of the diversity in our department. In addition, we will issue an annual memorandum to all department employees underscoring management's commitment to Laboratory policy concerning nondiscrimination, sexual

harassment, and employee conduct. We will continue to publicize the policy, goals, and commitment to equal opportunity in the departmental newsletter and other media; include nondiscrimination clauses in all union agreements and review all contractual provisions to ensure that they are nondiscriminatory; and explain the policy thoroughly in new employee orientation programs.

The BAAO plans to develop a comprehensive strategy that will result in further increases in the use of small business concerns by the Laboratory. During 1994 two significant socioeconomic mechanisms were effectively implemented. The first mechanism was a requirement that directed that all requisitions greater than $25,000 be screened for sourcing by the BAAO before being assigned to a Buyer/Subcontract Administrator. The second mandated that all procurements over $100K have an Individual Procurement Plan (IPP), which has to be reviewed and approved by the BAAO. In the Plan of Action of the IPP, the potential availability of capable small, small disadvantaged and small women-owned businesses have to be specifically described. These directives will continue to be in force during 1995. There is an on-going effort to identify potentially qualified businesses and make information about those vendors accessible to all Laboratory personnel responsible for requisitioning and procuring goods and services. Furthermore, training modules to educate buyers about sourcing strategies are being developed.

Several examples of the Director's Office continued support for Community Action Programs are:

- The Safeguards and Security Department continues to be actively involved in community programs such as Toys for Tots, donations for the Tri-Valley Community Fund, and the Humane Society.
- Human Resources provides support through employee membership in the Chinese for Affirmation Action group and the American Indian Science and Engineering Society.
- Our PAO manages an outreach program called the Technical Volunteers Program, where Laboratory engineers and technicians are organized to adapt devices for the disabled in the community. A PAO staff member oversees the LLNL-sponsored Explorer Post. This group, a division of Boy Scouts of America, offers both young men and women, ages 14-20, an opportunity to explore careers in science and engineering by working with LLNL scientists, engineers, and technicians.
- We also support Expanding Your Horizons, Science Is Fun, and other programs that encourage young women and all children to consider science as a career choice.

Our personnel are distributed in 29 of the Laboratory's 48 job groups. Under the current conditions of restricted hiring, we have established the following affirmative action hiring goals to help the Laboratory meet its institutional goals: two women (one in the AB job group and one in the EA job group); three blacks (one in the BA, one in the DA, and one in the DB job groups); three Asians (one in the AA, one in the BA, and one in the DA job groups); one American Indian in the DA job group; and one Hispanic in the BA job group (see Appendix A for job group descriptions).

Achievements and Good-Faith Efforts

Because of an overall downsizing and some restructuring across the Laboratory, external hiring was limited during this past reporting period. In organizations where hiring was implemented, they continued to be committed to meeting their goals and to address areas of concern. Achievements and good-faith efforts are outlined in the following programs and departments.

Affirmative Action and Diversity Program

During 1994, the AADP postings for the Deputy Associate Director and the administrative positions were filled by black males.

Reorganization within AADP took place only on the level of shifting current assignments. There was no change of staff classifications or job groups. Since the organization is fully utilized in all areas, the restructuring of assignments did not create underutilization in any job group.

Business Operations Department

During the past year, through promotion and key postings, the Business Operations Department made progress in several job groups in which LLNL is underutilized:

Job Group	Hires
AB	3 F
AD	2 F
AE	1 F
BA	3 HM, 27 F, including 1 BF, 1 AF, 1 IF, 1 BM, 1 AM, 2 IM
DA	1 AF
DB	2 HF, 2 F
FF1	1 HM, 1 F

F–Female, M–Male, B–Black, A–Asian, H–Hispanic, AI–American Indian

Controller's Office

In the Controller's Office, the Finance Department had eighteen women (including one black, two Hispanics, and one Asian) who received upward reclassifications. Out of those eighteen women, three went into supervisory positions. In addition, one Hispanic male received an upward reclassification and one black male was reclassified into a supervisory position. New hires in 1994 included fourteen women (including one Hispanic and one Asian), one Hispanic male hired into a management position, and one Asian male hired into a supervisory position.

To accommodate the needs of one woman who is attending college in Arizona to obtain an advanced degree in her work-related field, the Finance Department approved a two-year personal leave of absence. Two women (one of whom is Asian), are on adjusted work schedules to accommodate their attendance at college.

The Controller's Office/Budget Department and Resource Information Analysis group hired three females (one Hispanic), one male, and promoted one female. These actions resulted in the department meeting two of its 1994 goals.

Director's Office

In the area of scientific management, the Director's Office was underutilized by two females and two Asians. During this reporting period, we posted for two top level senior managers (Associate Director for the Laser Program and Associate Director for Chemistry and Materials Science). Even though broad searches were conducted for both positions, there were no minorities or women who applied and/or possessed the essential qualifications required to perform the jobs. These jobs were filled by qualified males. We hired a woman to fill the Laboratory Counsel position, one of three openings in the management administrative area.

Human Resources Department

In 1994, the Human Resources Department hired two Administrator female Hispanics. During the year, two Administrative Support II females were hired and one female employee was promoted. The Human Resources Department remains committed to reaching its goals and will continue to provide opportunities to all qualified applicants and employees.

Safeguards and Security Department

The Safeguards and Security Department had the following number of postings (job openings) in 1994:

Job Group	No. of Job Openings	Filled by F&M/ Promotion
AD	3	3F
AE	1	1B
AG	5	**1B**, 1F
BA	4	**3F**/1
DA	7	4F, **1A, 1H**, 1B
DB	4	3F, **1B**/1B
DD	3	1F
HB	13	**5B,1A,1H,1F**

Bold = met underutilization/goal

Diversity efforts within our department included having our Ombuds Committee represented by four females, one of whom is black and one is American Indian, and eight males, two of whom are Hispanic and two are black. A black male participated in a

Diversity Dialogue Group, three American Indians participated in the Native American Heritage Month activities, and the manager of the Office of Investigative Services attended a one-day training course on the Americans with Disabilities Act sponsored by the California Peace Officers Association. We discussed diversity speakers, events, and activities at the senior staff meetings with all Badge Office personnel. We then assessed the content and implemented changes as appropriate. All applicants competing for the position of Protective Service Sergeant received reference materials to study for the written exam and a memo explaining the oral interview procedures.

Other Organizations

Other areas that report to the Director's Office are very small organizations. Though these areas have a small number of employees, each has its own internal AAC to assist in locating qualified women and minorities to fill open positions.

- LLNL Legal Counsel Office filled two replacement positions with women.
- PAO had limited hiring this past reporting period, but they were able to hire one part-time and two full-time females and currently employ a disabled adult male.
- The Audit and Oversight Office hired women for the two positions they posted.
- BAAO provided information on subcontracting opportunities at LLNL by participating in events and advertising in business periodicals with a diverse target audience.

In the Director's Office and reporting organizations underutilization reminders were sent to interviewing supervisors and administrators in each area where there was a posting; all appropriate promotional opportunities were posted. The postings were consistent with established Laboratory requirements stating nondiscrimination with respect to race, color, religion, sex, and national origin.

Energy Directorate

"The affirmative action objectives in the Energy Directorate will be to make a diligent effort to hire minorities and women for positions in the programs and to encourage viable career growth for women and minorities who hold positions in the Directorate."

David E. Baldwin
Associate Director
Energy Directorate

% of LLNL Population		Women		Composite Minority		Black		Asian		American Indian		Hispanic	
AD Pop.	% of LLNL	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.
106	1.5	43	40.57	19	17.92	1	0.94	10	9.43	1	0.94	7	6.60

Overview

The Energy Directorate's vision is to work toward a secure and sustainable world energy economy in harmony with the planet. Over the past year, the population of the directorate has almost doubled in size and now represents all the classifications in LLNL. Of this population, approximately 38% hold a Ph.D. in physics, or its equivalent; 20% hold degrees in engineering, 0.01% hold degrees in chemistry, 20% are administrative, and 17% are clerical.

The directorate comprises four programs: Magnetic Fusion Energy (MFE), Energy Manufacturing and Transportation Technologies (EMATT), Fission Energy Systems Safety (FESSP), and Energy Analysis – Policy and Planning (EAPP). We follow affirmative action guidelines in selecting applicants for the technical and administrative positions in the directorate.

1995 Goals

During 1995, the Energy Directorate will have limited recruiting opportunities, and the majority of positions will be filled by internal transfers or term positions. In both of these areas, AA/EEO concerns will be addressed. We will encourage and provide career development for all employees with a focus on women and minorities in the program, and qualified applications and resumes will be given strong consideration. We will continue to encourage outreach programs and collaboration with the community.

The Affirmative Action Coordinator (AAC) will continue to act as a resource to managers and supervisors for AA/EEO programs and opportunities. We will assess AA/EEO efforts quarterly and encourage diversity awareness in managers, supervisors, and employees. We will renew our commitment to AA/EEO during our all-hands meetings and disseminate AA/EEO information and available training to all interested staff.

Our personnel are distributed in 10 of the Laboratory's 48 job groups. Under the current conditions of restricted hiring, we have established the following affirmative action hiring goals to help the Laboratory meet its institutional goals: one black in the AD job group; one Asian in the DB job group; and one Hispanic in the BA job group (see Appendix A for job group descriptions).

Achievements and Good-Faith Efforts

During 1994, there were a total of 25 career postings. Most of these positions were filled by internal transfers. Eleven women were hired into the administrator job group; two were Asian. Of the eight persons hired in the engineer job group, two were women, and one was an Asian male. Of the five postings in the administrative support job group, one was filled by a black woman, one by an Asian woman, and one by a Hispanic woman. During this period four women were promoted or reclassified, and of that four, two are minorities.

As a result of program growth, FESSP brought in more senior management personnel. During this reorganization, AA/EEO concerns were reviewed, and AA/EEO candidates were closely monitored. The positions filled by women and minorities include Deputy Associate Director, Program Leader, and Deputy Program Leader. In other

programs, senior management positions filled by women or minorities include a Deputy Program Leader and a Program Leader.

In 1994, nineteen of our managers and supervisors attended the Laboratory's diversity training class. The AAC and two other employees attended a presentation in celebration of Asian Pacific Heritage Month that covered diversity in California.

We participated in summer and special programs that offer opportunities to women and minorities, and energy physicists traveled to local schools to speak as a part of the directorate's community outreach.

Engineering Directorate

"Engineering fulfills its mission through its people. We strive to have all individuals contribute to Laboratory goals to the maximum of their ability. Because we are men and women, because we are multiracial and come from different cultures and backgrounds, we are said to be a diverse workforce. This diversity is a source of strength. Engineering is committed to developing strength through the diversity of its people, and we strive to achieve this goal for the benefit of the Laboratory and of our people."

David L. Pehrson
Acting Associate Director
Engineering Directorate

% of LLNL Population		Women		Composite Minority		Black		Asian		American Indian		Hispanic	
AD Pop.	% of LLNL	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.
2186	30.8	353	16.15	342	15.65	67	3.06	131	5.99	25	1.14	119	5.44

Overview

The Engineering Directorate consists of four Electronics Engineering (EE) and five Mechanical Engineering (ME) divisions. The Technology Transfer Initiatives Program (TTIP) was part of the Engineering Directorate last year, so 1994 TTIP achievements and good-faith efforts are reported here. TTIP was transferred to the Laboratory Director's Office this year.

The directorate has more than 2,100 career employees and comprises over 30% of the Laboratory's total workforce. The mission of Engineering is to meet the goals of Laboratory programs with technical and managerial excellence, to conduct research and development for future Laboratory needs, and to support LLNL institutional goals. Engineering employees support LLNL programs and private industry. Engineering conducts research and development in such areas as:

- Computational mechanics and electromagnetics.
- Microelectronics modeling and fabrication.
- Materials science.
- Precision engineering and manufacturing.
- Pulsed power and high-power microwave technology.
- Nondestructive evaluation techniques and tomographic imaging.
- Remote sensing, image and signal processing, and robotics.
- High-speed computer networks.

Directorate management is committed to affirmative action and equal employment opportunity (AA/EEO). The directorate has nine Affirmative Action Coordinators (AACs), four each in ME and EE and a lead AAC who is responsible for directorate staff, and formerly for TTIP. Affirmative action goals were discussed with Engineering and Technology Transfer (E&TT) management early in the year and reviewed throughout the year in directorate, department, and division staff meetings. The directorate AAC provided management with information on areas of underutilization.

Affirmative action and workforce diversity issues were standard topics at management meetings, particularly ones in which hiring or promotion opportunities were discussed. The lead AAC met quarterly with the affirmative action representatives from ME and EE.

The directorate has a recruiting and diversity manager who is responsible for all diversity training within the organization and is involved in recruiting women and minority engineers. The directorate has membership in four organizations that have as their objective to increase the number of women and minorities who are underrepresented in the engineering disciplines. These organizations are the Life Gets Better Program, Florida A&M University; National Association of Minority Engineering Program Administrators; the National Consortium for Graduate Degrees for Minorities in Engineering and Science, Inc. (GEM); and the Navajo Community College (NCC) Scholarship Program. These programs are identified as recruiting tools for the directorate and are managed by the recruiting and diversity manager.

The Ombuds program, whose goal is to facilitate work-related concerns, continues to operate effectively. Ombudspersons are trained in listening skills, problem solving, Laboratory policies and procedures, substance abuse, and sexual harassment prevention. The Ombudspersons have helped address employee concerns including performance appraisal, ranking, salary, supervisory relationship, work assignments, promotional opportunities, and job classification issues.

1995 Goals

Early in 1995, affirmative action goals will be discussed with Engineering management and will be reviewed throughout the year. The directorate AAC will provide management with information on areas of underutilization and goal progress each quarter and will meet quarterly with the affirmative action representatives from ME and EE to discuss affirmative action issues.

The Engineering Directorate will identify and train diversity coaches who will be assigned to each division and will become part of the division management team. The diversity coaches will work with and advise supervisors and managers regarding diversity issues in their areas of responsibility. The overall intent is to make managers and supervisors accountable at every level of the organization and to incorporate managing diversity into the way the directorate does business on a daily basis.

In 1995, Engineering recruiters will visit the following colleges and universities and job fairs to recruit women and minorities:

- Black Engineering and Science Students Association National Job Fair
- California Polytechnic Minority Engineering Program Career Day and Society of Women Engineers Evening with Industry
- Howard University School of Engineering Co-op Days
- Massachusetts Institute of Technology Seminar: Society of Women Engineers and Black Engineering Association
- Purdue Annual Minority Engineering, Math and Science Opportunities Job Fair (SWE, MSBE, AISES, Society of Chicano/Latino Engineers and Scientists)
- UC Berkeley Society of Women Engineers Evening with Industry
- UC Davis Minority Engineering Program Career Information Day
- University of Michigan Society of Women Engineers (Tau Beta Pi Career Fair)
- University of the Pacific Minority Engineering Program Advisory Board and Awards Banquet
- University of Wisconsin Society of Women Engineers

Engineering will continue to support the NCC by providing a member for the Scholarship Program Committee, and technical advisors who help with curriculum improvement. Summer employment will also be provided for scholarship recipients, and Engineering will contribute to the scholarship fund.

Early in 1995, 46 people will begin participating in the Engineering mentoring program. This program, which provides mentors and protégés with a one-on-one relationship, is starting with engineers and administrative personnel. Twenty-four of the participants are administrative employees; the remaining 22 are engineers. The mentoring program exposes employees to other cultures, as broadly defined to reflect gender, culture, or other differences.

Engineering employees will again take part in the 1995 Expanding Your Horizons program. This excellent program encourages young women to consider a career in a scientific or technical field.

Take Our Daughters to Work Day has been scheduled at the Laboratory for April 27, 1995. Directorate employees will continue their efforts to make this day a success.

Our personnel are distributed in 36 of the Laboratory's 48 Job Groups. Under the current conditions of restricted hiring, we have established the following affirmative action hiring goals to help the Laboratory meet its institutional goals: one Asian in the DB job group; two Hispanics (one in the BG job group and one in the CM job group); and one woman in the BH job group (see Appendix A for job group descriptions).

Achievements and Good-Faith Efforts

Reduced budgets limited the number of new hires. However, some strides were made in increasing the diversity of the directorate's workforce. Of the 16 job postings for mechanical engineers (BG), four were filled by Hispanics, one by a woman (two groups that were underutilized), and two by Asians. There were 15 postings for electronics engineers (BH), and three were filled by women, another group that was underutilized. Two other positions were filled by a black and an Asian. In EE, a woman was promoted to division leader of the Computer and Communication Engineering Division (CCED). In ME, two minority men were promoted to division management: one as Division Leader in Applied Research Engineering Division (ARED), and the other as Deputy

Division Leader in the Nuclear Test Engineering Division (NTED). The promotions helped to address underutilization needs in the management-scientific (AA) category.

Engineering's diversity goal was successfully met. Engineering is a model for other organizations both internal and external to the Laboratory. Ninety-nine percent of directorate employees completed a four-hour class entitled "Introduction to Differences and Diversity." This program focuses on increasing employees' understanding of diversity and valuing differences in the Engineering environment. The workshop is designed to provide a heightened awareness of diversity issues, and a better understanding of why these issues must be addressed.

Ninety-nine percent of managers and supervisors completed the "Valuing Differences" training class. This one-day program focuses on increasing employees' understanding of multicultural awareness, managing diversity, and valuing differences.

The first of several twelve-hour workshops, "Managing Diversity," piloted in 1993, was held in March 1994. This class for managers and supervisors is designed to reinforce previously acquired diversity skills and tools and to provide new skills and tools that can be immediately applied to the workplace. By the end of 1994, approximately 30% of Engineering's managers and supervisors attended the workshop. Because of this effort, managers' and supervisors' sensitivity around minorities and women has increased in terms of awareness.

Another outcome of the diversity effort within Engineering has been the selection of more diverse teams to recruit new employees. Wherever possible, women and minorities were added to the recruiting teams visiting universities and job fairs.

Directorate personnel participated in a number of job fairs held to recruit women and minorities:

- Black Engineering and Science Students Association National Job Fair
- California Polytechnic Minority Engineering Program Career Day and Society of Women Engineers Evening with Industry
- Howard University School of Engineering 14th Annual Co-op Days
- Massachusetts Institute of Technology Seminar: Society of Women Engineers and Black Engineering Association
- Purdue 20th Annual Minority Engineering, Math and Science Opportunities Job Fair (SWE, MSBE, AISES, Society of Chicano/Latino Engineers and Scientists)
- UC Berkeley Society of Women Engineers Evening with Industry
- UC Davis Minority Engineering Program Career Information Day
- University of Michigan Society of Women Engineers (Tau Beta Pi Career Fair)
- University of the Pacific Minority Engineering Program Advisory Board and Awards Banquet

E&TT was well represented this year at the Expanding Your Horizons in Science and Mathematics conference for young women in the 6th through 12th grades. This conference provides positive role models of women in scientific and technical careers. Engineering employees participated in planning the conference, led workshops, assisted with hospitality, and helped in many other ways.

Directorate employees played a leading role in sponsoring and planning the second annual LLNL Technical Women's Symposium, which featured the accomplishments of Laboratory women. Several employees served as speakers, workshop chairs, or poster-session presenters. Many of the directorate's senior management attended the Symposium.

Both the president and secretary of the LLNL Women's Association (LLLWA) board in 1994 were directorate employees. The LLLWA, an educational discussion and action group concerned with issues of interest to women, has a membership of almost 500.

Many E&TT employees volunteered their time and talents for the Take Our Daughters to Work Day. Over 900 girls visited the Laboratory during this national event.

As part of the Laboratory's education outreach, E&TT hired two women, one high school and one college teacher, to work during the summer months on projects which would benefit schools and universities. One teacher surveyed E&TT employees about their education outreach activities, including the Lawrence Livermore Elementary-School Science Study of Nature (LESSON) program. The other teacher gathered information on engineering and technology projects and programs, and put the results on the Internet.

In 1994, representatives from E&TT participated in the following national conferences that support minorities and/or women:

- American-Indian Science and Engineering Society
- Institute of Electrical and Electronics Engineers
- Mexican-American Engineering and Science Society
- National Association of Minority Engineering Program Administrators
- National Society of Black Engineers
- Society of Hispanic Professional Engineers
- Society of Women Engineers

Engineering supports the NCC by providing a member for the scholarship program committee and technical advisors who help with curriculum improvement. Summer employment was provided for scholarship recipients, and Engineering also contributed to the scholarship fund.

Electronics Engineering

1995 Goals

Electronics Engineering supports Laboratory goals throughout all levels of management. The DAD for EE will continue to impart the commitment to affirmative action and equal employment opportunity. The first-line supervisors are expected to implement the AA/EEO goals of the institution by identifying promising men and women and making opportunities available for the promotion of all qualified employees, including minorities and women, as well as ensuring that the policies, practices and procedures are communicated to their employees.

Presentations on the purpose and goals of the AA/EEO Program will be made to division leaders, administrators, and superintendents. A diversity topic will be included as part of the division leaders' meetings. Quarterly department meetings will include AA and diversity topics when appropriate, and the work and accomplishments of employees that reflect the diversity in EE will continue to be featured. The AAC for EE will keep management apprised of goals and underutilization needs on a quarterly basis.

Managers and supervisors will attend the Engineering-sponsored "Managing Diversity" class. The department will also offer a pilot course on cross-cultural communication and understanding differences which will be offered for work groups with Asian employees.

We will participate in the Engineering mentoring program, which is modeled after the EE 200-series facilitated mentoring pilot. An increased awareness of how to enrich the experience of new employees with mentoring is emphasized.

In 1995, EE employees will continue to be involved in two special interest groups, LESSON and the Science and Engineering Research Semester Program (SERS). Other activities, such as the LLNL Technical Women's Symposium and Take Our Daughters to Work Day committees, will be supported by department volunteers. EE will also continue working with the Navajo Nation.

The 1990 census has caused our underutilization figures to increase dramatically. With the uncertain funding for the Laboratory, EE does not have aggressive hiring plans. Engineers will be hired in term and postdoctoral positions, and the department will seek outstanding career hires from GEM and the summer student employment programs. This is much the same strategy as in the past.

Achievements and Good-Faith Efforts

Quarterly department meetings and division leaders' meetings included affirmative action and diversity topics. Special efforts were made to feature reports of the work and accomplishments of employees that reflect the diversity of the EE department population.

Due to restricted hiring and uncertain budgets, EE set very conservative overall hiring goals for 1994. One goal was to leverage the summer student employment program and the GEM program and try to hire from these candidate pools. The recruiting coordinator met with recruiters who were visiting college campuses and discussed affirmative action goals. These goals were also discussed at division leaders' meetings and other management meetings.

Our most effective recruiting activities were the development of close links with academic advisors and professors at two- and four-year colleges, interaction with campus societies, and our summer student employment program. Representatives from EE made technical and overview presentations to numerous minority societies and college groups. Job fairs continue to have questionable merit as far as recruiting is concerned.

We had a very strong summer student employment program with a large number of minority students. We also had two continuing minority students this year from GEM and a summer minority student from the Life Gets Better Program. The department has cooperative programs with California Polytechnic, San Luis Obispo, Georgia Tech and the University of the Pacific. EE hired one of its GEM students during 1994 as a career engineer. The department on-the-job-trainee (OJT) employee, a minority female, was also hired as a career administrator. Both fulfilled 1994 goals. Several female engineers and minority males have been hired in term or postdoctorate positions, increasing our representation of minorities and women. These hires represent a pool from which career employees can be selected.

Managers, supervisors, and ombudspersons attended the "Valuing Differences" class. Other outside courses attended by department supervisors or managers included Council on Education's Employment Law, Management of Disability and Leave Issues, University of the Pacific's Management Certification modules, and Cultural Diversity Awareness and Employment Law.

Several EE employees are very active or have leadership roles with the Laboratory's special interest groups, and EE is very supportive of their involvement in activities such as the Asian Cultural Group, Association of Black Laboratory Employees, Amigos Unidos Hispanic Employees Association, American Indians, and Korean Americans.

Members of EE continued to be active in the LESSON program and in SERS, which provides challenging off-campus research opportunities for upper-division, undergraduate science and engineering students.

A number of employees participated in the second annual LLNL Technical Women's Symposium and on committees for Take Our Daughters to Work Day.

The department worked with the Navajo Nation in a consulting capacity both at Shiprock, New Mexico, and Tsaile, Arizona, and hosted a first year Life Gets Better student during the summer.

Mechanical Engineering

1995 Goals

Mechanical Engineering's AA/EEO activities will not change significantly from those of 1994. The DAD will discuss the 1995 goals with his management team early in the year. Progress toward these goals will be monitored throughout the year with at least one mid-year review. The ME AAC will keep management apprised of goals and underutilization needs on a quarterly basis. Mechanical Engineering managers and supervisors will continue to attend the "Managing Diversity" classes.

The Manufacturing and Materials Engineering Division (MMED) apprenticeship program, the GEM scholarship program, the summer student employment program, and the administrative outreach program will all continue in 1995. Reduced funding and a reduced need for new employees will cause the apprenticeship and possibly the summer programs to be scaled back somewhat. The OJT program will continue with at least one employee.

Emphasis will be placed on training and mentoring. Several senior ME managers have volunteered for the Engineering mentoring program, and the DAD will continue to participate in the Laboratory-wide, cross-cultural mentoring program.

Achievements and Good-Faith Efforts

In 1994, ME divisions were reduced from six divisions to five to better align with Laboratory programs. Employees from the eliminated division were assigned to other divisions within ME.

Mechanical Engineering made a strong commitment to its AA and workforce diversity activities. AA goals were discussed with ME management and recruiters early in the year, and progress was reviewed and discussed at

mid-year. Affirmative action and workforce diversity issues were standard topics at management meetings, particularly ones in which hiring or promotion opportunities were discussed.

Addressing AA/EEO issues has been a standard part of management and operations at all levels of the ME organization. Employees were kept informed of management activities and supported by "pass-downs" through their division leaders and supervisors. AA/EEO activities were topics of discussion at monthly Ombudsperson meetings. Managers, supervisors, and employees attended Engineering's diversity classes. Three-hundred and fifty MMED employees attended a session on sexual harassment training.

The department sponsored several activities during the year that were effective in increasing women and minority representation. The MMED apprenticeship program employed six, including four minorities and one woman. Three students were sponsored under the GEM scholarship program. The number of summer students was increased to 31 this year, and included 14 minority and 8 women students. We focus on selecting female and minority candidates for these highly sought-after assignments. The summer program introduces students to the Laboratory and its programs, and we view each participant as a candidate for future full-time employment. Recruiting activities in ME for 1994 were very restricted due to reduced budgets and fewer openings for new employees. Traditional on-campus interviews were eliminated. Emphasis was placed on attending job fairs and career days, particularly those sponsored by minority or women's professional organizations. Recruiters were encouraged to continue to use the contacts with minority engineering programs and organizations at major technical schools and universities that we have worked hard to develop over the past several years. Recruiting teams were briefed on ME's affirmative action and diversity objectives.

We continued recruiting activities at Howard University, again without a successful hire. However, the ME presence at Historically Black Colleges and Universities (HBCUs) is important, and the department plans to continue efforts at these schools. We hope that perseverance will be rewarded by identifying and hiring one or two top students in the future.

ME continued its educational outreach program by assisting Southern University (an HBCU) in securing funding from the Gas Research Institute for research by minority professors and students in collaboration with LLNL. This support will help minority students learn about technical research and may result in candidates for future employment at LLNL.

Several managers, supervisors, and employees attended the Technical Women's Symposium, where 12 ME employees were among the speakers who gave technical presentations on their work.

Take Our Daughters to Work Day was strongly supported by ME employees who volunteered their time and talents.

An ME manager also served on the Board of Directors of the GEM Consortium.

Environmental Programs Directorate

"The Environmental Programs Directorate is committed to developing and maintaining a diverse workforce as part of its long-term strategic plan. Since the number of American youth choosing careers in science and technology is decreasing, we must offer the fullest possible career advancement to our present employees and explore a wide range of potential employees if we are to have adequate knowledge and skills for the challenges that face us. To that end, we are collaborating with the community around us as we structure and execute our research and development programs. If we are to be judged as an equitable, progressive institution by those we deal with, our diverse missions must be driven by an equally diverse staff to be successful."

Jay C. Davis
Associate Director (Acting)
Environmental Programs

% of LLNL Population		Women		Composite Minority		Black		Asian		American Indian		Hispanic	
AD Pop.	% of LLNL	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.
209	2.9	69	33.01	24	11.48	4	1.91	11	5.26	2	0.96	7	3.35

Overview

The Environmental Programs Directorate (EPD) oversees most of the Laboratory's environmental research projects. These projects range from basic research in geological, atmospheric, and environmental phenomena, to applied research and pilot-scale testing of technologies for environmental remediation and waste management. It also maintains the Laboratory's disciplinary core competencies in the atmospheric, geologic, and environmental sciences. The directorate is one of the nation's largest environmental research and development groups and comprises numerous projects and four disciplinary divisions. It is also the home of the UC Center for Accelerator Mass Spectrometry (CAMS) and the Livermore branch of the UC Institute for Geophysics and Planetary Physics, which is called the Center for Geosciences.

- **Atmospheric Research Divisions**
  The Global Climate Research Division (GCR), the Regional Atmospheric Science Division (RAS), and the Program for Climate Model Diagnosis and Intercomparison (PCMDI) carry out important global and regional research. The division studies climate change, atmospheric physics and chemistry, biogeochemical cycles of anthropogenic gases and aerosols, cloud physics, and real-time modeling of the transport of contaminants in the atmosphere.
- **Earth Sciences Division**
  The Earth Sciences Division (ESD) conducts research across the spectrum of the geosciences: subsurface flow and transport, seismology, earthquake research, underground imaging, rock and mineral physics, rock mechanics, organic and inorganic geochemistry, and tectonics.
- **Health and Ecological Assessment Division**
  The Health and Ecological Assessment Division (HEA) develops improved methods for measuring and estimating the exposure of biota to radioactive and nonradioactive substances in the environment.
- **Center for Accelerator Mass Spectrometry**
  CAMS develops accelerator-based isotopic and ion-beam analytical techniques and uses them in a broad range of research areas. Current applications include biodosimetry, atmospheric and geoscience research, paleoclimatology, materials science, and nonproliferation. External collaborators conduct research in archeology, oceanography, nutrition, and art history.
- **Geosciences Center of the Institute for Geophysics and Planetary Physics**
  The Institute for Geophysics and Planetary Physics (IGPP) is a multicampus research unit of UC and has the charter to advance research in the earth and planetary sciences, and in related fields. The primary purpose of the Center for Geosciences is to promote collaborative research in the earth sciences between LLNL and UC researchers. The center's research emphasis is on the physics and chemistry of the solid earth, including seismology, geochemistry, experimental petrology, mineral physics, hydrology, and tectonics.
- **Geologic and Atmospheric Hazards Projects**
  The Geologic and Atmospheric Hazards Projects investigate and assess the hazards associated with natural phenomena for DOE and other agencies. DOE is concerned about possible damage to its facilities throughout the country due to such natural hazards as earthquakes, severe storms, floods, lightning, volcanic eruptions, and extreme heat or cold. Current research involves investigations of the causes of damage to structures during recent California earthquakes, the development of new methods for the prediction of site-specific seismic hazards, and the development of early warning systems for earthquakes.
- **Environmental Technologies**
  The Environmental Technologies Program (ETP) conducts fundamental and applied research to develop, demonstrate, and commercialize innovative

technologies for solving environmental problems. The program aims to advance the state of the art of technologies that are safer, more effective, and less costly in meeting the environmental needs of not only LLNL, UC, and the U.S. defense and industrial complex at large, but also, through technology commercialization, the U.S. economy.

In addition, the directorate provides the majority of the personnel for three "matrixed" projects: Containment, Nuclear Waste, and Verification.

EPD encourages its senior managers and scientists to take lead roles in increasing diversity in the workforce by hiring and promoting qualified women and minorities. We continue to recruit scientists and engineers from universities with premier graduate programs.We are expanding our postdoctoral program and feel that this offers an excellent growth opportunity for promising minority and female candidates. The directorate and management staff are committed to meeting the Laboratory's affirmitive action goals through equal opportunity and diversity in the workforce. We support our employees in their efforts to achieve excellence by providing training programs and career development.

1995 Goals

EPD is a newly formed directorate and did not have goals set for 1994. We now have a lead Affirmative Action Coordinator (AAC) who attends regularly scheduled affirmative action meetings and meets with the directorate administrators to pass on information. A memo identifying the areas where the directorate is underutilized in all job groups was prepared and given to the administrators. The administrators are aware of the underutilization areas and take that into consideration when hiring new applicants. The hiring packages are signed by the division administrator or leader and the associate director for EPD.

We will continue to recruit qualified candidates from underutilized groups at national universities, scientific conferences, and meetings. We will promote the principles of diversity by providing an environment that will encourage each individual's development and contributions. We will structure and execute our research through collaboration and outreach programs with the community.

Our personnel are distributed in 22 of the Laboratory's 48 job groups. Under the current conditions of restricted hiring, we have established the following affirmative action hiring goals to help the Laboratory meet its institutional goals: three women (one in the AA, one in the AB, and one in the BB job groups); two blacks (one in the AD job group and one in the DB job group); two Asians (one in the AA job group and one in the BB job group); and one Hispanic in the BA job group (see Appendix A for job group descriptions).

Achievements and Good-Faith Efforts

The hiring activities of the Laboratory have been limited due to budget reductions in 1994; however, in preparation for the future, our recruiting efforts continued. We focused our recruiting activities on hiring postdoctoral staff members and term employees. Good-faith efforts were made t8o hire and promote women and minorities. During 1994, four career physicists and one chemist, two environmental scientists, and one associate technical coordinator were hired by EPD, two of whom were women and one was Asian. We renewed nine postdoctoral positions, and hired six new postdoctoral employees, including one Asian and one Hispanic. Two women and one minority in term positions were renewed, and we hired two women and three Asians as term employees. Three women–two Administrative Support II and one Resource Manager–were hired. We hired a woman as the Deputy Associate Director for Operations (Acting) in the EPD office. Several management positions were filled by women, including the division leader position in the Global Climate Change Division and two group leader positions in the Earth Sciences Division. We advertised for term and postdoctoral appointees in the *EOS Transactions* and other relevant

scientific journals and publications. We also conducted recruiting activities at national and international scientific conferences or meetings. Division personnel constantly network with many universities throughout the United States that have graduate programs in our technical areas. The Earth Sciences Division has a postdoctoral committee that reviews all applications for the division. The committee meets several times during the year with the postdoctoral employees to discuss issues of concern to the postdoctoral staff, assess their progress, and to monitor the health of the postdoctoral program.

EPD is involved in a variety of outreach and staff development programs:

- Science and Engineering Research (SERS) Program: The various Divisions / Programs are included in the SERS application booklet. We hired three women SERS students during 1994.
- Summer Student Program: Twenty-one summer students, representing six women and seven ethnic minorities, were hired during the summer of 1994.
- LLNL / San Jose State University Work Study Program: We have begun a pilot program to provide part-time jobs and research-group experience to junior- and senior-level students across our full range of programs. Students have faculty and laboratory mentors; they have the opportunity to do student research projects, and to receive LLNL training in safety and environmental procedures. We anticipate large growth in this program and real benefit for the diverse student population at San Jose State University.
- Oak Ridge Institute for Science and Education (ORISE): One of our Division Administrators is the coordinator for the ORISE students at LLNL. The GCR Division currently has two ORISE fellows and is working with another two for appointments.
- EPD supported and encouraged four environmental scientists who conducted and participated in workshops for the Expanding Your Horizons in Science and Mathematics Program for young women.
- Eight women from EPD participated in the LLNL Technical Women's Symposium.
- Several employees are volunteers, tutors, and teachers at educational institutions. One division leader taught a graduate-level course in atmospheric chemistry at UC Davis.
- The HEA Division employed three OEO students representing three ethnic minorities, and four students were subcontracted from local colleges, representing one female and two ethnic minorities.
- Two postdoctoral candidates from the UC President's Postdoctoral Fellowships 94-95 were employed in the directorate, representing one Hispanic and one woman. The program offers postdoctoral fellowships to encourage outstanding minority and women scholars to compete for academic appointments at major research universities. It provides guidance, mentoring, and support for their research and their academic careers.
- The Institutional Collaborative Research program focuses on modeling of the atmosphere and ocean in support of DOE's carbon dioxide (greenhouse gas) research program. Projects include students and scientists from LLNL, Los Alamos, the Scripps Institution of Oceanography, UCLA, UC Davis, and UC Irvine.
- Education and training are continually supported in EPD. We have several personnel who are working on their Ph.D.s, and one was completed. We have two administrative personnel who are currently working on degrees, and one completed her BA in 1994.

Laser Programs Directorate

"Laser Programs' management and staff are committed to the practice of affirmative action recruiting and the building of an equal and diverse workforce. We have increased our efforts to plan and develop career opportunities for individuals representing all ethnic and gender affiliations."

Edw. M. Campbell

E. Michael Campbell
Associate Director
Laser Programs Directorate

% of LLNL Population		Women		Composite Minority		Black		Asian		American Indian		Hispanic	
AD Pop.	% of LLNL	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.
211	3.0	67	31.75	28	13.27	4	1.90	10	4.74	3	1.42	11	5.21

Overview

The Laser Programs Directorate has a line management population of 211 people. The four major programs of the directorate include Isotope Separation and Advanced Manufacturing Technology (ISAM), Inertial Confinement Fusion (ICF), Advanced Microtechnology Program (AMP), and Imaging Detection Program (IDP). These programs conduct research in directed energy, electro-optics, quantum electronics, fusion, laboratory x-ray lasers, laser-matter interactions, materials processing, environmental restoration, and waste management. We also research a wide spectrum of laser applications for the defense, industrial, and scientific sectors.

The ISAM Program has dual responsibilities. It has developed the most cost-competitive process for enriching uranium for civil nuclear power plants. The strategic objectives of this program are to develop, demonstrate, and document a uranium-enrichment process capable of maintaining U.S. economic competitiveness in a technology critical to U.S. energy security. In addition, major changes are occurring in the nation's nuclear weapons strategy, DOE weapons complex, and program requirements. The ISAM Program is supporting the development of new processing technologies for the reconfigured weapons complex as part of an integrated program to achieve a future complex that meets modern health and safety standards, reduces waste generation, and meets the nation's requirements at minimum costs. This program is also responsible for evaluating alternative applications for atomic vapor laser isotope separation (AVLIS) technology.

The ICF Program's mission includes research on every aspect of inertial confinement fusion science and technology. Its continuing goal is to produce in the laboratory thermonuclear fusion gain with significant energy yields for energy and defense applications. The ICF Program has focused its target physics, laser sciences, and design activities in support of DOE's National Ignition Facility (NIF) initiative. The NIF is a proposed glass laser-driven experimental facility intended to help scientists understand and control fusion—the process by which the sun and other stars, as well as thermonuclear weapons, create energy.

The mission of the AMP is dedicated to developing new technologies and applications based on the architecture and fabrication of three-dimensional microstructures made at critical scale lengths.

IDP explores a wide range of issues involving advanced signal and image processing, detection theory, radar systems, remote sensing technologies, airborne platforms, and related technologies. The majority of the funding comes from DOD reimbursables, and includes the Office of the Secretary of Defense (OSD), Advanced Research Projects Agency (ARPA), the U. S. Air Force, National Aeronautics and Space Administration (NASA), Ballistic Missile Defense Operations (BMDO), and internal Laboratory Directed Research and Development (LDRD).

The directorate's commitment to affirmative action and equal employment opportunity (AA/EEO) issues reaches beyond its administrative organization and focuses on the entire organization. The value of a diverse workforce is recognized, and management is committed to recruiting and hiring outstanding performers from diverse backgrounds and to providing all employees with the opportunity to contribute to their full potential in a discrimination-free work environment. To meet this commitment, management focuses its efforts on educational and community outreach activities, recruiting efforts, and enhancing the workplace environment.

Program management and employees participate in activities that stimulate scientific interest, promote public awareness, and enhance community support. These outreach activities include participation in the Expanding Your Horizons Conference, a program to encourage girls and young women to pursue technical and scientific careers; tours of Nova and AVLIS; and directorate-wide participation in Laboratory-sponsored outreach events, such as Family Days.

Management is committed to improving the workplace environment by heightening the awareness and sensitivity of supervisors and employees to various personnel perspectives and attitudes. Management's strategy is to capitalize on opportunities to educate and inform personnel and to foster a team approach, using all the talents of its diverse workforce in resolving problems. The affirmative action and diversity awareness education of management, supervisors and employees is accomplished through the following:

- Memos and directives from the associate director and deputy associate directors affirming management's position on AA/EEO issues.
- Presentations to managers and supervisors regarding women and minority utilization.
- Discussions on program-wide diversity and affirmative action issues at weekly Laser Programs Operational Meetings.
- Briefings for supervisors and managers on diversity awareness.
- Dissemination of relevant materials.

Interest and awareness in the institution's affirmative action and diversity efforts is achieved by the following:

- The Laser Programs Deputy Associate Director for Operations' participation on the Laboratory's Diversity Training Advisory Committee.
- The affirmative action coordinator's (AAC's) attendance at quarterly Laboratory affirmative action meetings.

In addition, employees are encouraged to participate in the Laser Programs picnic, a team-building recreational opportunity, and in functions that contribute to the welfare of the community and expose personnel to the diverse population (i.e., the HOME campaign, volunteering for community activities, and United Way fundraising efforts).

In an effort to identify problems and provide the employee with an internal resource to address concerns, our management promotes the use of the directorate's administrator, the AAC, and Human Resources (HR) personnel as staff relation resources.

Hiring activity in the directorate has been limited and continues to be affected by the reduction of budgets; however, in preparation for the future, limited recruiting efforts continue. Management recognizes the need to continue to diversify its workforce. Through recruiting efforts, it attempts to identify, attract, and hire diverse individuals with skills essential to the missions of the programs.

Our association with faculty members at predominantly minority populated schools (Historically Black Universities and Colleges, Native American community colleges, women's colleges), our participation in job fairs and major conferences (Conference on Lasers and Electro-optics, Society of Professional and Industrial Engineers, American Institute of Physics, Materials Research Society), and our association with national organizations continue to expose management to potential women and minority candidates, as well as spark interest in the Laboratory.

We receive referrals from outside networks, such as the National Society of Black Engineers, Society of Women Engineers, Society of Hispanic Professional Engineers, and National Physical Science Consortium (NPSC). Referrals also come from university affirmative action offices, LLNL's Affirmative Action Diversity Program (AADP) staff, and directorate staff members. We have developed an OWL (Opportunities Within Lasers) listing to incorporate these minority contacts in our recruiting process.

In our effort to build a pool of potential future employees, we continue to define strategies in attracting women and minority students with high potential. We seek out collaborative research projects with minority schools, sponsor students for fellowships, and participate in the LLNL Summer Employment Program.

In addition, the development of a graduate internship program is being considered. This will bring women and minority graduates with B.S. or M.S. degrees who are interested in pursuing Ph.D.s in fields of interest to our directorate and the Laboratory. This will be a two-year internship (phase I), followed by a supported doctorate program at a major university (phase II), and an LLNL–Laser Programs Directorate career-employment option (phase III). During phases I and II, the students will be sponsored at full salary by the directorate and will continue mentoring relationships with Laser Programs Directorate staff and university faculty.

A briefing will be given to management personnel noting the current affirmative action underutilization status in the directorate and Laboratory, as well as outlining proposals for future strategies. These proposals will include continued development of supervisors on affirmative action hiring, succession planning, and employee career-development responsibilities, continued diversity training through structured courses, and the continued improvement of the directorate's affirmative action data collection, reporting, and monitoring system.

1995 Goals

Although the Laser Programs Directorate is underutilized in four job groups, opportunities for increasing or replacing Y Division personnel continue to be limited. During this dormant hiring period, we will continue to develop strategies to eliminate underutilization as hiring opportunities arise.

We are planning on the funding of the graduate internship program and are working with the NPSC to identify minority and women scientist candidates for the program.

The Laser Programs Directorate will continue to sponsor women and minorities in the Summer Employment Program. Participants from previous years who have been identified as potential candidates for career positions will be contacted and encouraged to continue participation in the program: two women completed their second year of summer employment in the directorate. In addition, we are planning to sponsor eight undergraduate students through the DOE Science and Engineering Research Semester Program (SERS).

Our personnel are distributed in 12 of the laboratory's 48 job groups. Because of the current conditions of restricted hiring, we anticipate no projected affirmative action hiring goals this year.

Achievements and Good-Faith Efforts

Hiring remained limited in 1994; however, the Laser Programs Directorate did hire one woman scientist and one Hispanic scientist.

Our associations with predominantly minority-populated schools and with national organizations this past year resulted in a number of women and minorities participating in special programs. We have developed a mutually beneficial relationship with Fisk University and are sponsoring two students (one graduate and one undergraduate) in a collaborative research project. One school teacher who has predominantly minority students in his school and science classes was hired by the Laser Programs to support special projects. We hired twelve undergraduate and graduate students as part of the Summer Employment Program, five women and seven men. Two of the men were black, one was American Indian, and one was Hispanic. Two of the women were Asian.

The Laser Programs Directorate also sponsored three students (one black male student and two female students) for NPSC Fellowships. These fellowships provide stipends and free tuition to students entering a Ph.D. program. The students have up to six years to complete the doctoral program and earn additional monies by working in the directorate during two or more summers.

The 1985 objectives of ICF's B.S./M.S. Program continue to be realized. The program provided the organization with scientific personnel with intermediate skills and training who, after years of successful job assignments, opted to pursue an advanced degree. Currently, there are three remaining career employees (one Asian woman) who are enrolled in Ph.D. programs appropriate to disciplines used in the ICF Program.

As part of our continuing awareness program, employees were given formal diversity and affirmative action training by participating in the following briefings and workshops: Affirmative Action Law, Affirmative Action Plan development, Technical Women's Symposium, and Disability Awareness Seminar. In addition, all directorate supervisors attended a briefing on the Laser Programs appraisal, ranking, and salary process where the role and responsibility of the supervisor in employee career development was addressed. The accountability of managers was emphasized by the inclusion of affirmative action responsibilities as part of the yearly evaluation.

To focus more attention on our affirmative action and diversity goals, we appointed a new AAC with specialized skills and developed a data collection and monitoring procedure. As part of this monitoring process, an accountability form on recruiting, interviewing, and hiring will accompany every hire package to be reviewed by the associate director.

Key contributors to the directorate's affirmative action and diversity efforts in the past year are:
Camile Bibeau: Expanding Your Horizons Conference

Steve Brieger: HR Representative, Recruiting and Hiring, Graduate Internship Program, SERS Program, NPSC Program, Summer Program, NSF, Laser and Environmental Programs Affirmative Action Coordinator
Mike Campbell: ICF BS / MS Program, Graduate Internship Program
Don Correll: SERS Program, NPSC, Summer Program (NSF), high school and community college spokesperson
Al Erlandson: Student Sponsor / Mentor
Neal Frank: Student Sponsor / Mentor
Bruce Hamil: Student Sponsor / Mentor
Nancy Herman: HR Team Leader, AA / DDO Training
John Hunt: ICF BS / MS Program, Summer Program, Historically Black Colleges and Universities
Janice Lawson: Expanding Your Horizons Conference, Graduate Internship Program
Dennis Matthews: Student Sponsor / Mentor
David Montgomery: American Indians Navajo Community College / Mentor
Steve Payne: ICF BS / MS Program / Advisor
Mike Perry: Student Sponsor / Mentor
Jack Willis: HR Consultant, AA / EEO Training

Nonproliferation, Arms Control, and International Security Directorate

"A key objective of the Nonproliferation, Arms Control, and International Security Directorate is to hire and promote a workforce that is not only diverse, but is also multidisciplinary. We are committed to the elimination of all barriers so that every employee can contribute to the limit of his or her ability."

Robert T. Andrews
Associate Director
Nonproliferation, Arms Control, and International Security

% of LLNL Population		Women		Composite Minority		Black		Asian		American Indian		Hispanic	
AD Pop.	% of LLNL	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.
188	2.6	75	39.89	21	11.17	7	3.72	1	0.53	3	1.60	10	5.32

Overview

The Nonproliferation, Arms Control, and International Security (NAI) Directorate performs a wide variety of analytical, research and development, and support services for the nation's nonproliferation, nuclear, chemical, and biological arms control and international security efforts. At present, the directorate has a total of 188 career employees, which is 2.6% of the total career workforce of the Laboratory. NAI is composed of the NAI directorate staff, Applied Technology Program (ATP), NAI Operations, Surplus Fissile Materials Control and Disposition Program, International Security Technology Program (ISTP), Arms Control and Treaty Verification Program (ACTVP), Emergency Preparedness and Response Program (EP&RP), Evaluation and Planning Program (D Division), and International Assessments Program (Z Division). Employment in the directorate almost always requires a second security clearance in addition to the Q clearance. This often imposes a burden for some minorities who may have relatives in sensitive foreign countries.

The NAI Affirmative Action Coordinator (AAC) receives quarterly updates from LLNL's Affirmative Action and Diversity Program regarding workforce utilization, underutilization, transfers, promotions, and any other activity by career and non-career employees of NAI. The AAC is responsible for maintaining these files and making them available to the organization for hiring and promotional information. The directorate administrator also receives Affirmative Action/Equal Employment Opportunity (AA/EEO) reports regarding managers and supervisors. This information is always available to managers and supervisors, and they have the responsibility for relaying that information to their workers.

In March 1994, the AAC for NAI issued a memo to the managers, supervisors, and administrators, and informed them of the underutilization of the directorate by affirmative action designator codes. She requested them to see her if they had any questions regarding affirmative action. She also sent a copy of NAI's Affirmative Action Plan (AAP) for 1994.

The directorate intends to hire only the very best personnel for the limited number of job openings that are anticipated to occur in the future. At the same time, we will seek out and give very careful consideration to viable job candidates who are minorities and women. The management and staff of the directorate are dedicated to the principles of affirmative action and diversity in the workplace.

1995 Goals

During the calendar year 1995, the NAI Directorate anticipates hiring twenty-three people. The majority of these hires will be internal transfers within LLNL. Twenty openings are expected to occur in nine of the eleven job groups where the directorate is currently underutilizing women or minorities.

NAI management will continue to encourage employees to be involved in community awareness programs, such as Expanding Your Horizons Science and Mathematics Conference and LLNL employee associations.

Diversity and affirmative action are a top priority in NAI. Training will continue, and communication between managers and the workforce will be strengthened. NAI is committed to affirmative action and equal employment opportunity.

Our personnel are distributed in 19 of the Laboratory's 48 job groups. Under the current conditions of restricted hiring, we have established the following affirmative action goals to help the Laboratory meet its institutional goals: two blacks, (one in the CQ job group and

one in the DB job group); two Asians, (one in the BA job group and one in the BE job group); two Hispanics (one in the BA job group and one in the BE job group); and one woman in the AC job group (see Appendix A for job group descriptions).

Achievements and Good-Faith Efforts

No affirmative action goals were established in 1994 for the hiring of minorities or women by the NAI Directorate. Good-faith efforts were made, however, to hire and promote women and minorities. During the last quarter of 1993 and all of 1994, thirty-eight career employees transferred in and one employee was hired by the NAI Directorate. Twenty of these new employees were females, including three Hispanics, one Asian, and one black, and one Hispanic male. Twenty-nine employees transferred out, retired, or terminated. One of the employees that terminated did so to accept a post in Washington, DC on President Clinton's staff. She is now the Assistant Director of the Bureau of Intelligence, Verification and Information Support for the U.S. Arms Control and Disarmament Agency. She may return to Z Division after her appointment is over.

NAI employees attended and made presentations at the Technical Women's Symposium on August 12, 1994. Approximately forty of our employees attended the Diversity Training Workshop for Managers and Supervisors, which was held periodically throughout 1994.

We have done much in the area of promotions of minorities and women. Of twenty-four promotions, we awarded seventeen as follows: sixteen to females, two of whom are black and one Hispanic, and one to a black male. Several of these promotions gave our employees desirable career changes and new opportunities.

There are presently 128 NAI employees that are in the 200 series. This series means that they are scientists or engineers. Within these 128 are eight females, four Hispanic males, and one American Indian male. In the last 15 months, one female was promoted to a supervisory position, one female was reclassified, and one female was transferred to the 200 series ranks.

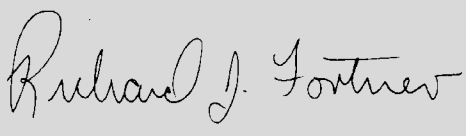
Emergency Preparedness and Response Program has started a Diversity Library that is available for all NAI employees. It includes videotapes of diversity issues, a reading file of newspaper and magazine articles, and a library printout of sources available at LLNL and offsite. The library also has publications and training products available through National Training Laboratories (NTL) Institute, which focuses on improving the quality and effectiveness of relationships in all areas of life.

Bob Andrews had an NAI Diversity Committee spokesperson speak at the NAI Directorate Quarterly Meeting on September 7, 1994. She explained the purpose of the committee, requested support for it, and promised further reports and information on diversity from the committee. She also said that the draft Diversity Plan would be sent to all NAI employees for comments in early 1995. A member of the committee was sponsored by NAI to attend a diversity seminar in New Orleans last August, and she will present her information at one of the upcoming meetings.

Key contributors to our affirmative action and diversity efforts in the past year are Jeanne Rogers, principal administrator for NAI, and Kathlyn Snyder, AAC.

Physics and Space Technology

"The Physics and Space Technology Directorate is committed to the hiring, mentoring, and promotion of high-quality scientists from underrepresented groups to provide role models for our workforce. We will continue our efforts to ensure that all of our employees can develop their maximum potential in a diverse environment."



Richard J. Fortner
Associate Director
Physics and Space Technology Directorate

% of LLNL Population		Women		Composite Minority		Black		Asian		American Indian		Hispanic	
AD Pop.	% of LLNL	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.
256	3.6	55	21.48	25	9.77	3	1.17	13	5.08	0	0.00	9	3.52

Overview

In June 1994, the Physical Sciences Directorate officially changed its name to the Physics and Space Technology Directorate (P&ST) as the result of two major organization changes. The Environmental Directorate was created in May, 1994, and it transferred four divisions to P&ST: Global Climate Research, Regional Atmospheric Science, Health and Ecological Assessment, and Earth Sciences. Effective October 1, 1994, the P&ST Directorate was reorganized with the dissolution of the Nuclear Test—Experimental Science (NTES) Directorate. The goal to flatten and streamline the two organizations resulted in a reduction of divisions, and some nuclear physics activities from the NTES Directorate were transferred to P&ST. The University of California (UC) Institutes, directorate operations functions, and directorate office remain entities. The UC Institutes include the Institute of Geophysics and Planetary Physics (IGPP) and the Plasma Physics Research Institute (PPRI).

The mission of the P&ST Directorate is to pursue research in areas of physics that are important to current and future Laboratory programs; to exploit unique facilities and expertise to initiate and carry out high-leverage scientific and technological projects; to interact vigorously with the outside academic and technical communities; and to recruit and develop outstanding scientists and leaders for the Laboratory.

The restructured divisions are H, N, O, V, and X. H Division has a strong materials physics orientation and interacts with both the industrial community and Laboratory programs. It has been expanded to include the photonics effort from NTES, plasma processing, optical and molecular theory activities from V Division, the combustion research activities from AP Division, and the microelectronics activities from O Division. N Division's focus will be on atomic, nuclear, and particle physics, particularly in its relationship to the scientific accelerator community and the Laboratory programs that use these core competencies. It has been expanded to include all accelerator and ion-source activities from V Division, the code-named MEG and TART activities from P Division, and those nuclear physics activities that have been transferred to P&ST from the NTES Directorate. O Division will continue to focus on advanced technology development and implementation. V Division includes high-temperature, high-density plasma activities that are exclusive of the Inertial Confinement Fusion (ICF) Program. It has been expanded to include the astrophysics and radiation-hydro activities from P Division and related high- energy density physics activities from NTES. X Division continues to serve as the target design leader for the ICF Program and for the physics of laser-plasma interactions and their applications. It has been expanded to include the large-scale implosion hydrodynamics (LASNEX) group from P Division.

To strengthen our relationship with Laboratory programs, we have one existing position and have created two new Program Leader positions. These positions include Program Leader for the Advanced Technology Program, Physics Defense and Nuclear Technology Program Leader, and Physics NAI Program Leader. We also have three special project positions: a Special Assistant for Scientific Personnel, who handles a variety of workforce issues, including recruiting and brokering; a Special Assistant for Science, whose activities include participating in Laboratory Directed Research and Development and the P&ST Science Advisory Committee; and a Special Assistant for Programs. This latter position has been posted.

The P&ST Directorate encourages its managers and supervisors to take lead roles in increasing diversity in the workforce and meeting affirmative action and equal opportunity employment (AA/EEO) goals. During the past year senior managers and many first-line supervisors participated in the Workforce 2000 Conference and the "Laboratory-Wide Diversity Training Program for

Managers and Supervisors" sponsored by the Human Resources Department. We support the Laboratory-wide cross-cultural Mentoring Program. The Principal Deputy Associate Director currently mentors two minority scientists with a one-on-one relationship, in which mutual benefits are achieved. We continue to host and brief visitors from several minority colleges and host local high-school students working with scientists. Our scientists also have participated in the National Physical Science Consortium, the National Society of Black Physicists, the Summer Institute, Expanding Your Horizons, LLNL's Women's Association (LLLWA), and collaborative research with academic staff at minority colleges. Scientists and administrative personnel participated in the LLNL Technical Women's Symposium, and for the second time, astrophysicist Dr. Clare Max was a keynote speaker. She and several other women physicists in the directorate provide mentoring and encouragement to increase the female representation on our scientific staff. Management communicates its positions on AA/EEO and diversity issues via memos and senior management meetings. Discussions include employment equity, the status of postdoctoral students, and the concerns of young professionals (independent of gender). The P&ST Directorate takes appropriate actions to resolve AA/EEO issues.

1995 Goals

This year we will continue to have restricted hiring and budget constraints, but the P&ST Directorate remains committed to providing equal opportunity in the selection, development, promotion, and utilization of women and minorities.

We will sponsor two undergraduate Summer Institutes during the year. The Summer Institutes consist of two two-week sessions, with about 30 students in each session. By advertising to targeted schools that have a predominance of minorities and women, we get approximately 50% women/minorities to attend. We are continuing our collaborations with HBCUs, which are ongoing throughout the academic year. We have scientific and support staff that are active participants in Expanding Your Horizons, a career conference for young women in the 6th through 12th grades that shows them positive career choices in science and mathematics. We will continue to have an active role in LLLWA activities, which encourage or sponsor educational discussion and action groups concerned with the issues and interests of women at the Laboratory. Members of the support staff participate on the LLLWA Scholarship Committee, Take Our Daughters to Work Day, and SonDay.

Our personnel are distributed in 15 of the Laboratory's 48 job groups. Under the current conditions of restricted hiring, we have established the following affirmative action hiring goals to help the Laboratory meet its institutional goals: one woman and one Asian in the BB job group (see Appendix A for job group descriptions).

Achievements and Good-Faith Efforts

Although the P&ST Directorate experienced restrictive hiring and major organization changes in 1994, the commitment to develop and improve representation of women and minorities was a strong directorate goal. Last year we succeeded in promoting eight women, five of whom advanced to higher job groups. One woman was promoted to Division Leader AA (Management Scientific) and one Hispanic female was promoted to DB (Administrative Support II). We completed nine upward reclassifications for women, one of whom was Hispanic. Two of the upward reclassifications were changes within technical job groups. One female went from CA (Mechanical Technician) to CJ (Engineering and Scientific Technician). The other female went from a Scientific Associate to a Senior Scientific Associate. Through the posting process, three career employees were hired: one female to BA (Administrator), one male to AA (Management Scientific), and one male to BB (Physicist). In the Postdoctoral Program, we hired thirty-five postdoctoral students and changed five postdoctorals to career status, including one Hispanic physicist, who changed his job class from BB (Physicist) to AC (Supervisor Technical.)

The P&ST Directorate hired six graduate students and ten term students. Last year, the Summer Program had 15 participants, five rehires (two faculty and three students) and ten new participants (three faculty and seven students). All applications with the potential to help us meet our AA/EEO goals were referred to a senior manager who assesses programs where applicants may be able to participate.

Kennedy Reed, a black physicist from the Physics and Space Technology Directorate, continued working with the LLNL Education Program to interface with the nation's HBCUs. The Research Collaborations Program (RCP), started last year by Dr. Reed, is a major component of the HBCU Program at LLNL. The goal of the RCP is to establish scientific collaborations between accomplished research faculty at HBCUs and principal investigators at the Laboratory in areas of LLNL core competencies. The H Division Leader is working closely with Dr. Reed in establishing collaborative research efforts with HBCUs in the area of materials physics. H Division is currently preparing a proposal to be submitted to DOE to attract funding for such collaborations through the establishment of a Materials Center. Student involvement is a critical component of these collaborations. This year the program developed and supported ten collaborations which involved faculty and students at eight HBCUs.

In most of these collaborations, faculty and students from the HBCUs came to LLNL during the summer and during their semester breaks to work on the research. However, the research continues during the academic year on the HBCU campus as well as at LLNL. For example, a computer workstation was sent to Morehouse College so that students and professors at Morehouse could analyze data from their experiments carried out at the Electron Beam Ion Trap Facility at LLNL. In some cases, LLNL scientists traveled to the HBCUs to present seminars and to participate in the research on campus. Eight professors, eight undergraduate students, and three graduate students from HBCUs were involved in the collaborations. We also recruited and fully supported a black postdoctoral researcher who is currently working at the Nova Laser Facility on a collaborative project with Howard University. Some collaborations are multi-institutional: the research on high-temperature superconductors at North Carolina A&T University includes work with faculty and facilities at UC Davis, and Florida A&M University's project on "Turbulence Measurements in Fuel Injection Emulation" involves interaction with Sandia National Laboratory. These collaborations have produced eight papers that were submitted to scientific journals for publication and four abstracts that were presented at scientific conferences. All of these were co-authored by investigators from LLNL and professors and students from HBCUs.

In addition to managing the RCP, the HBCU Program at LLNL has been actively involved with a number of other efforts. It also supported two students who spent the summer at LLNL as part of the summer program for the Science and Engineering Alliance.

Dr. Reed directed the National Society of Black Physicists Undergraduate Physics Scholarship Program and obtained funding through LLNL and Argonne National Laboratory for two scholarships which were awarded to black physics students.

The P&TS Directorate dealt with restricted hiring by bringing in the majority of our scientific personnel as postdoctoral students with term assignment opportunities. We continued our efforts to attract successfully a cadre of women and minorities to the Laboratory through these programs.

Plant Operations Directorate

"The people in Plant Operations are our most valued resource. Members of this diverse, qualified, and motivated work force are empowered to achieve their full potential. The diversity of the Plant Operations workforce helps the Laboratory resolve complex problems and manage projects with innovative and effective results. By accepting, acknowledging, and learning about each of our differences, we are building a stronger workforce capable of meeting tomorrow's challenges."

Dennis K. Fisher

Associate Director
Plant Operations

% of LLNL Population		Women		Composite Minority		Black		Asian		American Indian		Hispanic	
AD Pop.	% of LLNL	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.	Pop.	% of Dir.
1578	22.2	558	35.36	345	21.86	77	4.88	105	6.65	30	1.90	133	8.43

Overview

The mission of the Plant Operations (PO) directorate is to provide the institution with high-quality services and support in the areas of environment, safety and health, physical plant services, information services, and quality assurance. Our commitment is to:

- Work at the highest professional standards to meet the needs of our customers with cost-effective, responsive, innovative, and high-quality service.
- Ensure a workplace that is healthful and environmentally safe.
- Pursue research and development challenges of importance to both the institution and the nation.
- Make our customers and the Laboratory valued in the community.

Between 1991 and 1994, the representation of women and minorities increased from 54.6% to 57.3% of all career full-time employees (FTEs). The number of women and minorities in managerial and supervisory categories increased by 12, from 30.3% to 35.8% while the total in this population decreased by 9.

Since October 1993, the purchasing power of the Plant Operations directorate has decreased 6% per year, and the number of FTEs has decreased by 3%. Reduced budgets have constrained our hiring capability, and we emphasized Affirmative Action (AA) primarily through our noncareer hires of term and temporary employees. As a result, we are building a pool of potential candidates who will have the desired work experience and background to apply for future career openings. PO is working with the Laboratory Brokering Committee to provide lateral career positions within PO to internal personnel, without assignment. Where possible, efforts are made to consider diversity when filling these positions.

The directorate is composed of the Environmental Protection Department, Hazards Control Department, Health Services, Information Systems, and Plant Engineering.

Several of the departments, notably the Technical Information Department (in Information Systems) and Plant Engineering, have restructured and re-engineered to eliminate some managerial and supervisory positions. The leadership positions were filled competitively, and women and minorities were sought among the most suitable candidates for these positions. This has increased the number of minorities and women in the applicant pool for future promotional opportunities.

Each of the departments within the PO directorate has made substantial good-faith efforts toward building a pool of qualified applicants for the future through outreach to minority colleges, providing work experience to summer program students and graduate students, supporting youths in inner-city neighborhoods, participating in minority and women's associations, serving at technical and youth-oriented conferences, encouraging employees to mentor fellow employees, and providing opportunities for cross-training in areas outside their current assignment.

Dissemination of AA/EEO Policy

The Plant Operations Deputy Associate Director (DAD) for Administration is the AA manager for the directorate and advises the Associate Director on AA issues. The directorate lead affirmative action coordinator (AAC) reports to the DAD, attends Laboratory AAC meetings, and holds meetings with the lead coordinators for the departments regarding institutional developments and requirements. Some of the departments also have AACs for scientific and technical personnel and clerical and support personnel. Each department AAC is responsible for disseminating information to their organization's management, and is encouraged to work closely with each department's employment representatives.

All managers, group leaders, supervisors, and AACs have the responsibility to implement the Laboratory's equal employment opportunity (EEO) policy. Each such employee's yearly evaluation is based, in part, on their EEO results.

Employees are informed of the directorate's support of the Laboratory's AA/EEO and diversity commitments through department-wide meetings and

activities, and through their division's management, activities, and training.

Many departments have instituted a diversity program or committee whose objective is to create an organizational work culture that recognizes, captures, and develops the value of each individual's differences and similarities to support the department's objectives and the mission of the Laboratory.

1995 Goals

In the coming year, the PO directorate will be involved in a variety of activities that support AA and diversity through ongoing programs, including training for managers and supervisors. We will continue to encourage the departments to present a variety of speakers and programs that highlight workforce diversity and cultural attitudes, and encourage our employees to participate in internal and external activities that support women and minorities.

As the Laboratory's budget continues to shrink and regulatory forces grow, we will need to rely on our internal resources by offering promotions, transfer opportunities, and training as the situation requires. We will also work with and find placement for personnel who are currently without an assignment.

We will focus on promotional job opportunities for women and minorities by building the future job pool as opportunities arise. We will continue to seek out qualified women and minorities for noncareer positions. In the areas of underutilization, we will make good-faith efforts to recruit minorities and women into those underutilized job classifications by making contact with organizations and schools that have minority and women populations and offering work-experience internships, post-doctorate studies, and summer work experience.

Responsibility for reviewing compliance with AA goals rests both at the directorate and department levels. All new employees hired into the directorate (including internal transfers) require directorate office approval. The DAD for Administration reviews each hire request. Information is required on all efforts made to obtain a diverse applicant pool, candidates in protected classes that were interviewed for the position, and whether the classification of the open position is underutilized—and, if so, the departmental goal. Information is required on the reason for non-selection of candidates in protected classes who are given interviews. The DAD interacts with department representatives to assure that all factors are considered in the final selection process.

The department AACs receive quarterly status reports from the AA and Diversity Program. The AACs use this information to brief department representatives on progress and ongoing requirements. They also include discussions on identification of qualified internal personnel to fill future positions.

The directorate has a Diversity Process Action Team (DPAT) that reports to the PO Continuous Quality Improvement (CQI) Council. DPAT has responsibility for recommending and monitoring directorate diversity goals. The 1994 goals for each organization were to establish their own set of diversity performance goals, sponsor three diversity activities, include diversity in performance evaluation goals and ratings for managers and supervisors, and require senior staff to attend at least two cultural activities per year. The majority of these 1994 goals were achieved by each department.

All AACs were given an opportunity to participate in a program sponsored by AA and the Diversity Program on the development of affirmative action plans (AAPs) based on the Office of Federal Contract Compliance Programs (OFCCP) requirements.

Plant Operations managers and the AACs will continue to support the current policy of considering minorities, women, disabled persons, and covered veterans for jobs for which they are qualified.

Our personnel are distributed in 39 of the Laboratory's 48 job groups. Under the current conditions of restricted hiring, we have established the following affirmative action hiring goals for this directorate, in an effort to help the Laboratory meet its institutional goals: eleven women (one in the BC, three in the CJ, one in the CL, four in the CN, and two in the EA job groups); four blacks (one in the BE, two in the DB, and one in the EA job groups); four or six Asians (one in the BC, one in the CI, one in the DA, one in the EA job groups, one Asian or Hispanic in the CJ group, and one Asian or Hispanic in the CN group); six or eight Hispanics (one in the BA, one in the BJ, one in the BZ, and three in the EA job groups, one Hispanic or Asian in the CJ job group, and one Hispanic or Asian in the CN job group); and one American Indian in the EA job group (see Appendix A for job group descriptions).

Achievements and Good-Faith Efforts

The specific accomplishments and good-faith efforts made during the past year by members of Plant Operations are covered in detail below in the sections that describe the work of each department.

Environmental Protection Department

The mission of the Environmental Protection Department (EPD), and its top priority, is to protect the environment. The department performs environmental monitoring, environmental compliance, environmental restoration, and hazardous waste management. Some of the EPD activities are to investigate hydrology, geology, soil properties, hydrogeology, and contaminant fate and transport mechanisms; develop sophisticated computer models and assess potential risks from contaminants in air, soil, and ground water; and test and implement appropriate technologies to achieve environmentally responsible cleanup.

The department is organized into the following four divisions: Environmental Restoration, Environmental Monitoring and Analysis, Hazardous Waste Management, and Operations and Regulatory Affairs. Each division carries out a wide variety of activities and critical projects that contribute to the nationwide effort to clean up the environment and manage environmental compliance in the future.

1995 Goals

AA and diversity are discussed at meetings of senior staff both in the department and the division. The department has one AAC, who works closely with the department's employment representative in the areas of recruiting and hiring. Employees are informed of department support of the Laboratory's AA/EEO and diversity commitments through department-wide meetings and activities, their division management, and activities and training within their divisions.

Along with AA/EEO, EPD has a diversity program whose mission is to create an organizational work culture that recognizes, captures, and develops the value of each individual's differences and similarities to support the objectives of the department and the mission of the Laboratory. The diversity committee in EPD has developed training and activities that support this mission and goal. The EPD diversity program is supported by EPD senior management.

EPD is actively involved in many special programs and educational outreach activities, some of which include the LLNL Summer Student Program, Engineering's Administrative Outreach Program, Student Technology Experience Program (STEP), Science and Engineering Research Semester (SERS), Expanding Your Horizons, and the Hazardous Waste Management Apprenticeship Program. All these programs and activities have been successful in helping the department increase its representation of women and minorities in most job groups.

In the BZ job group, the department is underutilized by one Hispanic. The goal of hiring one Hispanic in this area has not been met, and efforts will continue to find qualified applicants.

In the CI job group, the department is underutilized by eight Asians and three Hispanics. Due to budget cuts, there will not be any hiring into this job group.

In addition to continuing current activities, a goal for the EPD Diversity program is to develop a mentoring program to support EPD employees through professional growth.

Achievements and Good-Faith Efforts

During 1994, EPD had 71 posted openings in the following job groups: Supervisor Technical (AC), Supervisor Clerical (AD), Administrator (BA), Chemist (BC), Life Scientist (BD), Engineer Misc. (BJ), Environmental Scientist (BZ), Mechanical Tech. (CA), Chemistry Tech. (CI), Technical Associate (CN), Administrative Support I (DA), and Administrative Support II (DB).

Four minority women were hired and/or promoted in the DB job group; one black and two Asian males were hired in the BZ job group; three minority males were hired in the CI job group; one black male was promoted to the AC job group from the CI job group; and one female was promoted to the CN job group from the CI job group. A total of 19 women were hired and/or promoted into nonclerical positions and, of these women, five were promoted into management or supervisory positions.

The EPD diversity committee program for the department accomplished several goals this past year, including a diversity training course to be available to all EPD employees; a diversity newsletter, published quarterly, which informs employees of upcoming events; other diversity information and department activities; brown-bag seminars at noon, followed by discussion; speakers and panels to discuss diversity issues; and a diversity poster that identifies diversity committee members and displays articles and upcoming events. Also, this past year, an off-site diversity meeting was held with the department head, deputy department head, and all EPD division leaders.

Department management supports the involvement of its employees in the following outreach and educational programs:

- Participation and organization of workshops at Expanding Your Horizons in Science and Mathematics at Modesto Junior College and at the University of the Pacific. Department-wide, many EPD Environmental Analysts and Engineers, both men and women, participate in this educational outreach program every year.
- LLNL Summer Student Program. EPD hired 12 summer students: 6 females and 6 males, 3 of whom were minorities.
- Administrative Outreach Program. EPD hired a high school student into a clerical position for the summer.
- Technical classes at Las Positas Community College. Chemistry and Hazardous Waste Management were taught by EPD employees.
- Science demonstrations and displays at local grade schools and high schools.
- Mentoring and supervision of SERS graduate and undergraduate students, summer students, and high school and junior college teachers in the summer program.

EPD will maintain a diversified workforce through these efforts and outreach programs, and will make every effort to find qualified women and minorities for openings within the department.

Another noteworthy activity that contributes to managing diversity in the department is a six-month pilot program for an Alternate Work Schedule. This work schedule is currently being evaluated and, upon approval, it will be offered more widely within EPD.

Hazards Control Department

The Hazards Control Department (HCD) mission is to function as the lead department in the integration of risk minimization and the control of workplace hazards into the thoughts, plans, and actions of Laboratory management and employees. HCD accomplishes this by becoming an integral part of each program, participating in the planning and execution of existing and new experiments and in the design, construction, and maintenance of equipment and facilities. HCD is composed of the Emergency Management Division, Safety Labs, ES&H Teams, Special Projects, Technical Support and Policy Development, and Training and Safety Analysis.

1995 Goals

HCD continues to take steps to attain a representative workforce, and considers underutilization when filling positions, whether new hires or promotions. Hiring managers and supervisors are kept informed of the existence of underutilization through an annual presentation given by the AACs that describes the composition of our workforce and goals for the year, and through the quarterly listing of job classifications in which underutilization exists.

Some of the goals that are being implemented as a part of the directorate and department activities are to:

- Include specific activities consistent with directorate and department diversity goals in performance objectives and evaluations of senior management and their direct reports.
- Make diversity a regular agenda item at CQI Council meetings.
- Seek diversity in PO's LDRD selection panels. Continue to encourage involvement by women, minorities, and other underrepresented groups.
- Sponsor speakers from industry (selected from the directorate's Diversity Working Groups recommendations) to talk about their diversity programs.

HCD's anticipated hiring (29 positions) and outreach goals are contingent on the 1995 budget. Every effort is being made to meet the underutilization goals for women and minorities within the department. The Fire Safety Division continues to aggressively recruit minorities and women through the Fire-Fighter Trainee program. A firefighters recruitment brochure will be published to accompany the video, "When the Smoke Clears."

During 1995, the department will continue its good-faith efforts by further involvement with programs aimed at increasing the representation of women and minorities in the department. The department will also continue to encourage minorities and women to compete for 200-series and management positions.

Achievements and Good-Faith Efforts

During 1994, HCD hired or promoted 31 people. Specifically,

- Two females were hired into technical positions (CN)
- Two females were promoted within the technical classification (CN)
- One Asian male was chosen for a clerical position
- One Hispanic male and one black male were hired as firefighter trainees
- One woman transferred from ME (displaced employee) into a technical position (CM)
- One minority employee is being promoted into the 300 series.

The HCD Workforce Diversity Working Group (DWG) implemented and/or completed program goals for a mentoring program, diversity training, and a diverse exempt review board during 1994.

The mentoring subcommittee established guidelines for a formal mentoring program, which was provided to Plant Operations and other directorates. The pilot mentoring program was initiated and training was done in November 1994. The pilot program is expected to end in August 1995. Twenty-eight volunteers are taking part in the pilot: the mentor group includes eight white males, five white females, and one black female; the protégé group includes six white males, one Hispanic male, and seven white females. One objective of the mentoring program is to obtain cross-cultural career transitions for females and minorities in nontraditional jobs; in this case, 50% of the female protégés are being mentored in nontraditional jobs.

All Hazards Control employees are required to attend the four-hour diversity training class; 50% have completed this training. HCD managers attended the Laboratory's diversity training class for supervisors.

HCD uses a diverse exempt review board to review the promotion of employees in the 500 series of job classifications (technical positions) to the 300 series (lead technical), and for the promotion of employees in the 300 series to the 200 series (professionals). The exempt review process is used Laboratory-wide to conduct

board reviews for employees entering the 300 series. The review affirms that promotions are conducted in a consistent manner throughout the Laboratory in compliance with all applicable statutory requirements.

HCD encourages all minorities and women to compete for 200-series and management positions. We also play an active role in the transition of nontechnical female employees into a technical field.

The HCD management continues to support involvement of its employees in outreach and educational programs. The Technical Support and Policy Division continues to participate in programs to increase the representation of minorities and women in the workforce such as:

- Expanding Your Horizons in Science and Mathematics (including female firefighters).
- Field studies experience provided to minority summer and graduate students.
- Work experience, assignments, and mentoring for a Hispanic Scientific Associate, who competed successfully for a DOE Graduate Fellowship.

Due to the budget constraints, the HCD was in a restricted hiring mode during 1994 and is not currently recruiting at job fairs and universities. However, the Fire Safety Program, which was established to help create a ready pool of qualified minority and women applicants, was recruiting actively. Because we implemented our paramedic program during the year, we were able to contact minority and female paramedics for these openings. A Hispanic male and a black male were hired to fill these positions.

The Special Projects Division continued its practice of providing work opportunities at LLNL for minority and female summer and graduate students working on their research dissertations.

Health Services Department

The Health Services Department (HSD) mission is to provide a comprehensive occupational health program for LLNL by providing excellent health, medical, and employee assistance services to the Laboratory employees and others in compliance with statutory requirements and in accordance with recognized medical standards and ethics. We continually evaluate our activities to accomplish our mission in a high-quality manner.

1995 Goals

Health Services has made a strong commitment to foster a diverse work environment through meeting AA hiring goals and by making information and classes on diversity and cultural differences in the workforce available to its employees. One of Health Services' senior managers is also the department's diversity coordinator. He and senior management have been actively working toward achieving goals that were set out in Health Services' Self-Assessment of Diversity Efforts. These goals are to strive to foster a work environment that appreciates and values diversity; increase diversity awareness among its staff; incorporate diversity in hiring, promotional, residency/internships, and mentoring decisions; and incorporate the concept of diversity in the delivery of health care services. Health Services has incorporated these goals into its operational activities.

Health Services was fully utilized in all job groups in 1994. This year, the department will continue to monitor its utilization in all job categories, make every effort to maintain or increase its high percentages through special recruitment and hiring programs, and provide training and promotion opportunities for HSD staff. Presentations and training will continue, as appropriate, on affirmative action and diversity issues, sexual harassment, personnel law, and the Americans with Disabilities Act (ADA).

Supervisors will make concerted efforts to be aware of training and assignment opportunities for career enhancement and advancement for HSD employees. Solicitations from employees will be seriously considered as well, and opportunities accommodated as job tasks and fiscal resources allow.

In its efforts to provide a work environment that appreciates and values diversity, Health Services fosters diversity in departmental Process Action Teams, and disseminates diversity information in the department's daily newsletter. The department will also continue its community and educational outreach efforts to local, American Indian, and minority groups.

Achievements and Good-Faith Efforts

In 1994, Health Services was fully utilized in all job groups. However, this did not preclude Health Services from continuing to be cognizant of the ethnic mix of applicant pools when filling openings and to attempt to help the Laboratory as a whole meet its utilization goals for women and minorities.

Due to limitations imposed by budgetary uncertainties and directorate personnel planning efforts, Health Services was unable to fill several career positions in 1994 that were created by retirements in 1993. Therefore, all of our hiring in 1994 was for noncareer positions, except for the Medical Director. For that position, Health Services targeted multiethnic medical schools and assured that at least one female physician was among the candidates invited for consideration. Male candidates were recruited for two nursing openings, and a Vietnam-Era veteran was hired for one of them. In addition, an American Indian female was hired in a medical technologist position.

HSD managers participated in LLNL's diversity training, and the AA and the diversity program staff gave a series of presentations to HSD staff on understanding differences in people. HSD coordinated "To Your Health Month" in July for LLNL employees, coordinated the activities of support groups, and is involved in a monthly noontime lecture series that highlights various health issues affecting diverse segments of the LLNL population.

Efforts to incorporate the concept of diversity in the delivery of health care services include making age, sex, ethnicity, and social norms that impact health part of the content of physical examinations; sponsoring a presentation by the Laboratory disabilities coordinator at an HSD staff meeting; and developing a breast-feeding program for working mothers who wish to continue breast feeding after returning to the workplace. In addition, an HSD manager serves on LLNL's Accommodations Review Board and on the Diversity Working Group (DWG) in the PO Directorate. HDS has employed and mentored students of diverse backgrounds in the department's ergonomics program and research projects. In 1994, nine Asians were hired by these programs, six of whom were women. One of these individuals was hired on a National Institutes of Health grant.

Career training and advancement activities in 1994 included providing advanced management training for a female physician. In addition, two female medical technologists, one an American Indian, were provided the appropriate resources to become licensed x-ray technologists.

During 1994, HSD staff participated in several community and educational outreach programs. Health Services continues to be successful in its outreach efforts to the American Indian and minority communities for student interns and hired a female through a community college re-entry program to give her current experience as a medical secretary. To support community action programs, HSD employees:

- Participated in the Expanding Your Horizons in Science and Mathematics.
- Volunteered on behalf of persons with autism, for which an HSD employee was formally recognized by LLNL.
- Demonstrated career opportunities by an Asian female and a black male at the LLNL SonDay.
- Coordinated a visit of special "learning needs" high school students to an LLNL work site.
- Presented information on breast cancer at a Black Family Day program sponsored by the American Cancer Society.
- Participated in Career Days that focused on multiethnic students at community high schools and colleges.

A black female pharmacology student from Grambling University, hired through LLNL's SERS program, conducted a research project on the reliability of the nerve conduction monitor machine used for detection of carpal tunnel syndrome. She presented her findings at the 1994 American Public Health Association meeting in Washington, DC.

A minority student intern in the Biology and Biotechnology Research Department, exploring a possible medical career, was provided an opportunity to train and work as a medical technologist in Health Services. As a result of that experience, she was accepted into an advanced training program at her college to prepare her for providing health care services to under-served populations in Appalachia.

LLNL employees (including an Asian male) who are currently between assignments have been assigned temporarily to Health Services to assist them in their transition to permanent reassignments.

Information Systems Area

The Information Systems Area includes Administrative Information Services (AIS), the Technical Information Department (TID), and the Telephone Services Department (TSD). The mission of all IS departments is to provide support for the communication and publication of LLNL information. The key functions of AIS are to plan, build, and run information systems by providing overall technical direction and support of computer-based management information systems for Laboratory administrative functions. TID provides technical information for the Laboratory by providing the expertise, equipment, and facilities to prepare, disseminate, collect, and make available both technical and, as requested, nontechnical information from Laboratory and outside sources. TSD is committed to solving every customer's telecommunications needs by providing services in a courteous, responsive, reliable, and cost-effective manner, using the best technology available.

Administrative Information Systems

1995 Goals

In 1995, it is anticipated that most hiring opportunities in AIS will be in the BE job group. Thus, one AIS goal is to identify at least one new school that has a high black student enrollment and a strong MIS/Computer Science curriculum to add to its college recruiting schedule. AIS college recruiters will contact minority student organizations as a regular part of their recruiting activities. Special programs such as co-ops, post-college appointments, and SERS will also be aggressively used to recruit targeted minority groups. Another goal is to increase the applicant pool of experienced minority candidates by participating in career fairs hosted by minority professional organizations.

Outreach activities will continue to be strongly supported by AIS management. When a hiring opportunity arises, the AAC will ensure that the hiring supervisor is aware of any underutilization for that job group, and will work in partnership with the supervisor to increase the applicant pool of qualified minorities and women. An example of this type of activity would be to contact local community colleges for qualified minority and women applicants.

One additional area of focus in 1995 will be developmental: to prepare minority and women employees in AIS for career advancement. This will be accomplished through activities such as coaching, mentoring, training, career planning, and OJT, among others.

AIS will continue to seek qualified women and minorities and to provide management training that facilitates positive changes in the ethnic composition of the department.

Achievements and Good-Faith Efforts

The AAC for AIS kept management and supervisors informed about underutilization, hiring goals, and quarterly goal progress. Specific 1994 good-faith efforts and accomplishments for each underutilized job group in AIS included the following:

- AA Management Scientific. Although this is not an area of underutilization for women in AIS, it is an area of underutilization for the Laboratory. AIS encouraged and supported activities that were targeted towards preparing women for management positions, including participation in the Laboratory's mentoring program and nominating women for the UC Management Skills Assessment Program and other management training courses.
- BA Administrator. Although hiring opportunities were limited, one Asian was hired for a career position and one Asian was hired for a term position.
- BE Computer Scientist. In addition to hiring two Hispanics from the University of New Mexico for a co-op position and a post-college appointment, one Asian was hired in a term position and one Asian made the transition from term to career status.
- CQ Computer Programming Technician. Additional staffing needs in this area were filled through the transfer of former LCC employees who were between assignments, including one Hispanic and one Asian.
- DD Information Computer Services Support. There were no hiring opportunities in this job group.

During 1994, the department's AA efforts focused on sustaining activities that proved effective in the past, exploring new approaches, evaluating results, and being proactive in identifying and addressing any new issues or concerns.

AIS college recruiters continued their outreach activities to identify and attract minority candidates for the BE Computer Scientist job group. This included maintaining contacts with minority student organizations and utilizing special programs.

AIS employees were encouraged to contribute to and participate in Laboratory-sponsored activities and education outreach, including

- Making a presentation at the Technical Women's Symposium
- Working for the Stanislaus / Merced County "Expanding Your Horizons Conference" as chairwoman
- Helping organize the Association of Black Laboratory Employees Career Fair for high school students at the University of the Pacific in Stockton.

The AIS AAC was co-leader of a Diversity Dialog Group. Diversity awareness activities included a presentation titled "The Magic of Deafness" by AIS employees at a department meeting. Another AIS employee took part in several activities with the American Indian community. She assisted in preparations for the Intertribal Science Bowl, and was a member of the planning committee for the annual AISES National Conference in San Jose. She also facilitated donations of LLNL excess items (e.g., computers, furniture, and supplies) to DQ University, an intertribal college located near Davis.

Technical Information Department

1995 Goals

The department projects minimal hiring through December 1995. However, TID does anticipate filling two short-term assignments in the BA job group, where there is underutilization of one Hispanic in the editorial intern program, and two positions in the DB job group, where there is underutilization of one black. TID will make good-faith efforts to eliminate underutilization in these two categories and in any other job groups as opportunities arise.

AA / EEO information is disseminated at operational meetings with the department, division, and group leaders where they are reminded of their roles and responsibilities regarding AA, diversity, and recruitment efforts for the department.

TID will continue to provide diversity awareness and training to employees through the Quest for Quality workshop and by taking full advantage of all awareness and training sessions sponsored by Information Services. The AAP will be presented to all current managers and supervisors, and regular presentations will be made to the managers as quarterly directorate reports become available. TID hired a training manager this year, who will increase department efforts to broaden training for TID staff.

TID will revive its editorial intern program, which is designed to provide students at the B.A./M.A. level with an opportunity to work for a 10-month period in technical writing and editing. The selection process emphasizes female and minority candidates.

The department will continue concerted outreach efforts and encourage employees to seek out opportunities to make individual contributions to a variety of programs.

Achievements and Good-Faith Efforts

In 1994, TID restructuring brought about many changes. Through a selection process that included a diverse interviewing team, TID hired its first female department head. Four new division leaders, including one female and one Hispanic male, were selected by a diverse committee. The selection of new group leaders increased the number of females by two and added one minority male to the supervisory population.

Cross-training in TID provided alternative career opportunities. Two females moved to electronic imaging and photography and others to the library. Another program selected one female librarian and one female compositor to train for a six-month period as editors. In the Imaging and Publishing Services Division, a scheduling coordinator's position is being filled on a rotating basis by three minority employees.

The Library Division matrixed in one female and one Asian male, and promoted one Asian female and one Hispanic female. One female intern, a graduate student from the University of Washington, participated in a mentoring program and attended a department-funded conference at the Office of Scientific and Technical Information. Two Hispanic females and one black female were hired as supplemental labor employees.

A TID team supporting the Environmental Restoration Division in EPD includes three deaf employees. This team instituted a program of daily 15-minute sessions teaching communication in American Sign Language. Sessions were led by two of the deaf employees to improve communications among team members.

Managers and supervisors attended "Managing Change and Diversity." Some participated in the pilot sessions and provided candid feedback for improving the training. Managers and supervisors also participated in Workforce 2000. All department employees were invited to attend a session by Barbara Jean from Competitive Edge who addressed the blending of quality improvement and diversity. One supervisor and some employees attended "Introduction to Cross-Cultural Dialog Groups," and one female went on to attend leaders' training for conducting dialog groups.

Our outreach efforts continue to grow. During this reporting period, the department supported work with Edison High School in Stockton, Oakland Technical High School, East Avenue Elementary School in Hayward, the Association for Black Laboratory Employees, the Association of Ethnic Minorities, the Technical Women's Symposium, the Expanding Your Horizons Conference, the Ohlone College Quality Conference, the Historically Black Colleges and Universities (HBCU) program, Youth at the Black Repertory Theater Group in Berkeley, and the National Organization for the Professional Development of Black Chemists and Chemical Engineers (NOBCChE). Work with NOBCChE involved standardization and improvement of the publications production process and mentoring its members. TID's representative was recently appointed by NOBCChE to its National Planning Committee as a result of her efforts. Work with the HBCU program at Clark Atlanta University involved three minority employees who presented photography workshops as part of the Communications Technology degree program.

Telephone Services Department

1995 Goals

The following steps have been taken in the last 15 months to address problem areas and underutilization in TSD. The department intends to continue these practices indefinitely.

- All department job postings were reviewed to ensure that essential skills, knowledge, and abilities are nondiscriminatory with respect to race, color, religion, sex, and national origin. In addition, all job postings were placed on the department file server for viewing by staff members. Staff members are encouraged to apply for posted positions and to pass on the information to others.
- The department administrator worked closely with the Laboratory Supplemental Labor Office and supplemental labor vendors to encourage active recruiting.
- TSD's AACs will continue to be directly involved in all department hiring, reclassification, and transfer activities; to provide information regarding underutilization; and to help in assessing each applicant pool.
- Teams will be used in interviewing and hiring, as appropriate, to help ensure diverse points of view.
- All recruiting sources will be requested to actively recruit and refer minorities and women for all postings. Depending on the posting, the news media, universities and colleges, and recruiting agencies will be used to find women and minorities for those job groups that have been identified as underutilized.
- Prospective employees will be informed of the department's AA program and given the information they need to avail themselves of its benefits.
- Plans are under way to develop a formal career development planning system for TSD employees. Management will continue to ensure that promotions are fair and based on job performance regardless of ethnicity, or gender.
- The development of a department-wide training plan that includes both remedial and growth training is in progress. Diversity workshops, seminars, and presentations will be included to fully enhance diversity awareness among staff.

Achievements and Good-Faith Efforts

TSD posted six FTE positions in 1994: two Management Administrative (AB) jobs filled by a Vietnam veteran and a female; five Administrator (BA) positions filled by one Hispanic female, one black male, and three females; and one Administrative Support II (DB) job filled by a female. The hire of a Hispanic female in the Administrator (BA) job category satisfied a goal set in the department's 1994 AAP.

The Voluntary Early Retirement Incentive Program (VERIP) and the pursuit of opportunities in other Laboratory organizations led to many organizational changes over the last 12 months. These changes provided an opportunity for a female to be reclassified to a management position in the Management Administrative (AB) job category.

A number of efforts were undertaken by TSD management to increase diversity awareness within the department. All supervisors and managers attended diversity awareness classes during this reporting period. In addition, all employees attended a communication styles workshop entitled "Understanding People" and a presentation about preventing sexual harassment. These sessions included a mix of disciplines, ages, and genders to provide attendees with many perspectives regarding the types of false stereotyping and barriers that are detrimental to achieving organizational success.

The TSD diversity coordinator launched six pilot dialog groups that meet monthly to help interested staff members become more aware of the advantages of differences in the workplace. TSD also participated in

diversity awareness activities sponsored by Information Systems' DAD, including an all-hands presentation and small group discussions with an external diversity / CQI consultant.

TSD management recognizes the value of outreach and special employment programs, and extends significant support and commitment for involvement of interested staff in such areas as:

- TSD's "Alternate Work Schedule" and telecommuting programs, which were developed to meet the diverse needs of our workforce and address environmental concerns by reducing traffic pollution and congestion.
- Our informal mentoring program, which includes women supervisors who have established mentoring programs for women and minorities on their respective staffs.
- "Expanding Your Horizons," a science and mathematics career fair for girls 12 to 18 years of age, sponsored by LLNL, Sandia National Laboratories, and Pacific Bell.
- The Pilot Diversity Program for Hispanics, a seminar designed to target individuals in leadership roles and those individuals preparing to assume leadership roles.
- Adult Learning Program, a Laboratory-sponsored program to tutor employees in reading and writing.
- Take Our Daughters to Work and SonDay, special days when daughters and sons visit the Laboratory and are introduced to their parents' work environments.
- The LLNL Women's Association and miscellaneous ethnic organizations, such as the Association of Black Laboratory Employees and the American Indian Program.

During this period, TSD management moved several employees into positions that facilitate their advancement, and pursued evolutionary reclassifications for several employees.

In addition to our AA efforts, TSD has helped make the Laboratory more accessible and attractive to prospective employees by installing Telecommunication Device for the Deaf (TDD) units and purchasing and installing magnifying lamps for sight-impaired employees.

To guide the department's AA efforts, TSD will review its AAP each quarter for compliance in the areas of recruitment, selection, training, and promotion of TSD staff.

TSD managers and AACs will continue to ensure that the established policy of considering minorities, women, disabled persons, and Vietnam-era and other covered veterans for jobs they are eligible to fill will always be enforced.

Plant Engineering

The mission of Plant Engineering (PE) is to fully support Laboratory programmatic research and development efforts by providing well-managed PE functions in a cost-effective, responsive, and risk-conscious manner. Plant Engineering is an internal service organization that supports both the programs at LLNL and the institutional well being of the Laboratory. The services provided by PE include professional space, site, and civil plans and planning documents; design and construction management; and maintenance, operation, and utility functions. The department goals are to:

- Make contributing to the success of the programs our first priority
- Become a valued partner with our customers
- Delight the customer
- Encourage and support responsible institutional facilities.

1995 Goals

Plant Engineering will actively strive to meet its goals by filling promotional positions with qualified candidates including minorities and women, and continue to enhance its hiring process to ensure that diversity issues are addressed. Plant Engineering conducts meetings with its managers, group leaders, and supervisors to explain the PE DAD's commitment to AA, the intent of the policy, and their AA responsibilities. In addition, the Laboratory's AA policy is posted on bulletin boards throughout the department.

Managers, group leaders, supervisors, and AACs are responsible for implementing the Laboratory's equal employment opportunity policy. A part of these employees' yearly evaluation is based on their EEO efforts and results.

AA goals and areas of underutilization are noted on all job requisitions. Managers involved in employee selections for hires, transfers, and promotions are specifically briefed regarding goals and areas of underutilization.

Supervisors also provide counseling and mentoring. Plant Engineering encourages minority and women employees to participate in Laboratory-sponsored educational, training, and diversity programs.

The AACs are responsible to help managers identify problem areas and actions to solve them, determine how well we are meeting our goals, and keep managers and supervisors abreast of goals and the latest developments in the EEO area.

Supplemental Labor contractors have AA goals, and advertise accordingly in local newspapers for positions. Contractors try to provide us with a diverse group of applicants. We pay close attention to this process because these contract workers normally are the feeder group for outside postings.

PE's formal diversity program has three co-leaders, one of whom is a member and chair of the PO directorate's Diversity Working Group. These three teams meet jointly at a regularly scheduled meeting as an educational forum and to address diversity issues in the work environment. Two of the teams represent the departments and one represents the administration and the Space and Site Planning Office. Team members reflect the diversity of each team's workforce, including minorities and females. A subgroup of these teams meets weekly to propose and implement annual goals and initiatives and to plan team meetings.

The diversity goals and initiatives adopted for 1994 were designed to address employee education, manager/supervisor involvement and their leadership role, and institutional/systemic changes to improve employee opportunities.

Diversity working groups invoke appreciation and improve the attitudes of workforce managers and supervisors about a more diverse employee population. The department DWGs include the PE Diversity Group for all employees and supervisors; the Continuous Quality Improvement (CQI) program for all PE employees; Bubble-Up committees for employees at the workforce level; Leadership Forum for first-line supervisors and above; and the Communication Process Action Team for the custodial workforce.

PE's Apprentice Program brings women and minorities into the crafts workforce by identifying candidates in underrepresented categories who have the potential to succeed if provided with structured classroom and on-the-job training in a specific craft. Apprenticeships are of three or four years' duration. There are currently 24 active apprentices in 6 different crafts: 5 women, 8 Hispanics, 2 American Indians, 2 blacks, and 1 Asian. Eighteen individuals will graduate in September 1995, which will significantly increase female and minority representation in the EA and EC job groups.

A related program, the Pre-Apprentice Program, is also specifically intended to bring females and minorities into the crafts workforce. This classroom and on-the-job program prepares participants who lack the prerequisite skills, knowledge, and abilities to enter apprenticeships after a year of training.

PE also employs handicapped custodians through the Advancement and Independence for the Disabled Through Employment contract.

The Alternate Work Schedule program is being piloted in a number of areas in PE. This program is a step toward accommodating diverse employee needs and schedules, and is designed to enhance job satisfaction and productivity.

Other AA goals and EEO projects are to:

- Recruit minority and women engineering candidates from the Tuskegee Institute
- Complete a pilot ombudsman program that will be available to all employees
- Host two groups of six interns from the Mission Valley Regional Occupation Program (MV-ROP). These are unpaid trainees who receive job experience training.

Achievements and Good-Faith Efforts

PE recruited a black female Mechanical Engineering student from Tuskegee Institute for summer employment. In addition, one full day was spent at Tuskegee recruiting possible engineering applicants for employment opportunities that may arise in the future.

This past year, PE advertised through the *Public Power* magazine for high-voltage positions, attempting to attract minorities and women. Each year, PE participates in job fairs at Tuskegee University, where we have been successful in hiring black female engineers for both summer and career positions. We also encourage our minority and female employees to refer applicants.

In the hiring process, PE makes every effort to have a diversified interview panel. This panel reviews the applications, conducts interviews, and recommends hiring. The final selection is decided at the superintendent level or above, and approved by the respective department head. Both take into account AA goals and underutilization.

In the job groups listed below, we were able to address underutilization. The table shows the job group, number of openings, and number of women and minorities hired in that job group.

Group	Openings	Hires
AC	7 (+ reorganization)	4 women, 1 Asian, 1 Hispanic
AD	2 reclassifications	2 women
AF	14	1 woman
BA	1 (+5 reclassifications)	6 women, 1 black
CN	1 reclassification	1 Hispanic woman
CO	1 (+1 reclassification)	1 woman
CP	1(+4 reclassifications)	1 woman,1 Hispanic
CQ	1	1 woman
DB	5 (+2 reclassifications)	7 women, 1 black, 1 American Indian, 1 Hispanic
DD	2	2 women, 1 Hispanic
HC	13	6 women, 1 black, 1 Asian, 3 Hispanics

Because they provide a readily available pool for possible future career hires, the term hires made during this period are also listed:

Group	Openings	Term Hires
BJ	2	1 Asian
CO	1	1 woman
CP	2	1 woman
GA	1	1 Asian
HC	8	5 women, 1 black,1 Asian

The Engineering and Construction (E/C) department was reorganized in 1994. During this process, special emphasis was placed on providing equal opportunity for minorities and women. Out of five promotional openings, two were filled by women and one by a Hispanic male.

The Maintenance and Operations (M&O) department moved one female into a position with more authority and influence, and has expanded her career growth potential significantly. In addition, one female Hispanic was promoted to a lead position at the department level, one black female was promoted to a department-level secretarial position, and two Hispanic females were promoted to level four, division-leader secretarial positions.

PE also offered special skills upgrade training to individuals based on job requirements, including one black and one Hispanic woman, and one black male.

During the reporting period, all PE supervisors completed a one-day class in workforce diversity. This class distinguished between diversity and AA/EEO, explained why differences matter, covered stereotypes, and stated the disadvantages of not recognizing and valuing diversity. A strong positive feature of the class was a series of exercises to illustrate the concepts presented in the lectures.

Supervisors are required to take sexual harassment training, diversity training, and leadership training. Minorities and women are encouraged to participate in Laboratory-sponsored education, training, and diversity programs.

Education outreach and community efforts during the year included:

- The PE Experience Program (PEEP), which hires high school students for part-time, after-school jobs and full-time summer positions. It was expanded to include parts of the San Joaquin Valley.
- Two female journey-level craftswomen, graduates of our Apprentice Program, who participated in job fairs and talked at local colleges.
- Two first-line gardener supervisors, who participated on interview panels with the East Bay Regional Parks and the City of Livermore.
- The Shop Trainee Program, which was established to assist trades helpers train for journey-level positions.
- Four unpaid female interns from the Mission Valley Regional Occupation Program (MV-ROP). They completed five weeks of job experience training, which is designed to help them make a smooth transition from training to the world of work. We plan to host two more groups of six MV-ROP interns during 1995.

Laboratory-Wide Programs

LLNL supports at the institutional level a variety of programs that (1) target the development of women and minorities for future employment needs, (2) maintain liaisons with and provide support for programs that assist in the development of women and minorities to meet our current utilization goals, and (3) assure the continued excellence and diversity of our current work population. These programs are directed toward improving opportunities for minorities and women at the local community, state, and national levels.

American Indian Program

Overview

The American Indian Program (AIP) provides the opportunity for the growth and development of American Indian employees at LLNL, particularly in the science and engineering job classifications. To achieve this, LLNL has six objectives:

1. To increase the number of American Indian employees at LLNL and assist them in pursing career advancement.
2. To define the current issues of American Indian employees and design programs to address those concerns.
3. To participate in community activities and provide educational opportunities and technical support to external organizations that encourage careers in science and engineering for American Indians.
4. To develop and maintain communications and collaborative efforts with American Indian organizations and tribes.
5. To educate Laboratory employees about American Indian values and culture.
6. To support and increase the number of American Indian students currently pursuing careers in science- and engineering-related fields.

As a part of the Laboratory's AADP, the AIP manager reports directly to the Diversity group leader, who reports to the Deputy Associate Director for Affirmative Action and Diversity. In addition, a part-time coordinator reports directly to the AIP manager on projects within the program.

The AIP manager participates in several major committees affecting the program:

- Native American Indian Heritage Month Committee
- Point of Contact Committee for DOE
- Northern Arizona University Memorandum of Understanding Steering Committee
- LLNL Engineering Scholarship Committee
- American Indian Science and Engineering Society Advisory Committee
- Crownpoint Institute of Technology Advisory Committee
- Comprehensive Regional Center for Minorities (CRCM) Advisory Committee

In addition, with funding provided through the DOE field office, we manage several key programs to promote science and engineering. They include a science honors program, a science consultant program, a supercomputer workshop for science and engineering majors, and the tribal college initiative program.

1995 Goals

In 1995, AIP will focus on eleven areas to assist American Indian employees in their career advancement. We will:

- Conduct assessment of the AIP.
- Develop a program with Engineering and Computation Organization to bring ten American Indian science and engineering students to the Laboratory for potential summer employment.
- Develop a professional brochure promoting the AIP.
- Conduct local area outreach.
- Host a Native American Indian Heritage Month in November.
- Recruit qualified American Indian science and engineering students at technical institutes, colleges, and universities.
- Organize the 1995 All-Indian Science Bowl.
- Identify American Indian educational organizations and provide them with equipment and technical assistance.
- Coordinate the Laboratory's Southwestern Indian Polytechnic Institute (SIPI) summer supercomputer program.
- Sponsor college students from various universities and colleges for the 1995 American Indian Science and Engineering Society (AISES) National Conference.
- Establish a Memorandum of Understanding between LLNL and DQ University.

Achievements and Activities

In 1994, LLNL and DOE co-sponsored the AISES National Conference, which was held in San Jose. AIP also worked with DOE to obtain a grant to manage a DOE intern program. In conjunction with DOE recognition of Native American Heritage Month (NAHM), the Laboratory hosted its first NAHM event. We sponsored students at various technical conferences and brought to LLNL Native American officials to discuss collaborative efforts and technology transfer. In addition, we participated in:

- Hosting the All-Indian Science Bowl, and creating a videotape to promote the competition. This activity was publicized in the Fall 1994 *Council of Energy Resource Tribes Report*.
- Establishing a consortium with three tribal colleges: Navajo Community College, SIPI, and Crownpoint Institute of Technology.
- Hosting the SIPI six-week supercomputer summer program at LLNL for one week.
- Sponsoring the attendance of over 100 students at the 1994 AISES National Conference.
- Co-sponsoring the Council for Energy Resource Tribes (CERT) scholarship banquet for CERT's scholarship and internship programs.
- Sponsoring the Tribal Resource Institute in Business, Engineering and Science (TRIBES) honor banquet for graduates of the TRIBES Summer Bridge program.
- Developing comprehensive environmental reports for the tribal colleges. These were submitted to DOE to solicit funding for establishing environmental programs at the colleges.
- Inviting local tribal leaders to the Laboratory as guest speakers to share their lifestyle and their issues.
- Sponsoring Mathematics Engineering Science Achievement's (MESA's) mathematics and science workshop for teachers of American Indian students.
- Establishing relations with ten Bay Area AISES chapters.
- Provided funding to the American Indian Activity Group for scholarships to local American Indian tribes.
- Jointly sponsoring several technical conferences with both the AIP and the Hispanic Issues Program, since many projects cover students from both groups.

The AIP is active in community outreach. In the Greater Bay Area, the Laboratory supports and works with the area AISES chapters in promoting science and engineering. In collaboration with the Laboratory's American Indian Activity Group culture awareness, presentations are done in the Laboratory, community, and local schools. The AIP has established partnerships with several major Indian organizations. At the high school level the program works very closely with the local MESA program to target American Indian high school students. UC Irvine and LLNL co-sponsor a program at the Indian Summer Institute for computer science. We support the only tribal college in California, DQ University. The Laboratory sponsors the DQ University Annual Science and Math workshop and assists them with the development of their science curriculum.

Apprenticeship Program

Overview

For over 33 years, the LLNL Apprenticeship Program has helped meet the Laboratory's need for technical professionals who are able to exercise technical judgment and understand the theory and practice of their craft. This program is run by the Apprenticeship program manager whose administrative responsibilities include employment equity, AA compliance, annual review, and training equity. The manager reports to the Human Resources Department and the LLNL Education Program.

LLNL's Apprenticeship Committee administers the educational and training functions. The committee is composed of members of the various trades and represents both employees and management. In addition, the committee has members from the Recruiting and Employment, Compensation, and Employee Relations Divisions of Human Resources as well as from the Laboratory's Affirmative Action and Diversity program (AADP), and Las Positas Community College.

Individual apprentices are selected and employed under the criteria as outlined in the State Labor Laws, Rules, Regulations, and the LLNL Policies. They are funded by the sponsoring department with occasional co-funding by the AADP to help ensure compliance with state-mandated goals for minorities and women.

1995 Goals

In 1995, the LLNL Apprenticeship Program will better coordinate outreach events in partnership with AADP and LLNL's Education Program, so that the resulting decrease in expenses can be applied to training costs of current and future apprentices.

We will continue to develop School-to-Work partnerships, including internships, pre-apprenticeships, and youth apprenticeships, by working with educational institutions. We also plan to help develop and offer work-experience programs for students from the Navajo Community College in Crownpoint, NM.

Achievements and Activities

Because of budget cuts, no apprentices started in 1994; however, we had active apprentices in the ten funded apprentice occupations. The goals established by the State Apprenticeship Laws and Regulations for women in apprenticeships of 21.7% has been met and exceeded. There is currently a 28% female population. For minorities, the overall goal was 32.97%. We currently have a 56% minority population, exceeding all ethnic goals except for blacks. The goal for blacks would have been met if hires in the machinist program had not been eliminated as the results of budget cuts.

Our success is due in part to extensive workshops and outreach efforts, such as:

Date	Event	Location
12/20/93	Vocational Workshop for Explorer Scouts	Livermore, CA
2/16/94	Regional Occupation Program (ROP) Vocational Education Workshop for Women	Fremont, CA
3/3/94	Kennedy High School Career Workshop	Fremont, CA
4/6/94	Teacher/Student Vocational Trades Workshop	San Francisco, CA
5/4/94	Alameda County Career Fair	Pleasanton, CA
8/94	School-to-Work Planning Conference	Washington, DC
Ongoing	Bureau of Apprenticeship, Dept. of Labor (DOL/BAT) Staff Training	Livermore, CA
Ongoing	Diablo Valley College Vocational Training School	Concord, CA
Ongoing	Mission Valley ROP Vocational Executive Committee, Planning Workshop for Women	Fremont, CA
Ongoing	School-to-Apprenticeship 2000 Program	Bay Area
Ongoing	School-to-Work Partnership Development	Bay Area
Ongoing	Vocational Internships for Women	Livermore, CA

Community Outreach

Overview

The Laboratory participates in activities to support local and national community-action and service programs to improve employment opportunities for women and minorities. This involvement is targeted at both meeting immediate utilization needs as well as those of the future.

1995 Goals

The Laboratory will continue its support to improve employment opportunities for women and minorities in the coming year to ensure that their representation in the workforce is a reflection of their availability in the relevant labor markets.

Achievements and Activities

The Laboratory and its representatives participated in and supported the following community, state, and national programs to improve opportunities for minorities and women:

Local: Programs for Women and Minorities

Asian Pacific Personnel Association
Bay Area Apprentice Coordinators Association
Bay Area Urban League
California Vocational Education Job Fair
Chinese for Affirmative Action
East Bay Job Fair
Hoopa Indian Youth Career Day
Northern California Council for Black Professional Engineers
Northern California University of California Outreach
Oakland Adult School
Youth Career Fair

National: Recruiting and Educational Programs for Women and Minorities

American Indian Graduate Center
American Indian Higher Education Consortium
American Indian Science and Engineering Society (AISES)
Asian Pacific Personnel Association
Black Engineering and Science Students Association National Job Fair
California Polytechnic Minority Engineering Program Career Day and Society for Women Engineers (SWE) Evening with Industry
California State University, Chico, Minority Engineering Program Career Day and Meeting
Carnegie Mellon Technical Opportunities Conference sponsored by SWE
Expanding Your Horizons
Graduate Degrees for Minorities in Engineering
Howard University School of Engineering, 14th Annual Co-op Days
Image Conference
Institute of Electrical and Electronics Engineers Encounter 1994
Laboratory for Cooperative Applied Physics
Massachusetts Institute of Technology Seminar: SWE and Black Engineering Association
Massachusetts Institute of Technology Career Fair: SWE, AISES, National Society of Black Engineers (NSBE)
Mexican American Engineering Society
Minority Professional Recruitment Career Fair
National Association of Minority Engineering Program Administrators
National Consortium for Educational Access
National Consortium for Graduate Degrees for Minorities in Engineering and Sciences, Inc.
National Organization of Black Chemists and Chemical Engineers
National Organization of Black Physicists
National Physical Science Consortium
NSBE

Personnel Managers Association of Azatlan
Prairie View 22nd Annual Career Festival
Prairie View College of Applied Science and Engineering Technology Career Day
Project Uplift Job Fair
Purdue 20th Annual Minority Engineering, Math, and Science Opportunities Job Fair (SWE, NSBE, AISES, and Society of Chicano/Latino Engineers and Scientists)
Science and Engineering Alliance
Society for the Advancement of Chicanos and Native Americans in Science
Society for Women Engineers
Society of Hispanic Professional Engineers
Technet Job Fair
Tri-Valley Regional Occupational Program
University of California, Berkeley, SWE Evening with Industry
University of California, Berkeley, Minority Professional Job Fair
University of California, Davis, Minority Engineering Program Career Information Day/Workshop
University of California, Davis, Diversity Job Fair
University of California, Davis, SWE Evening with Industry
University of California, Santa Barbara Awards Banquet with Minority Engineering Program
University of Michigan SWE (Tau Beta Pi Career Fair)
University of the Pacific Minority Engineering Program Advisory Board

Professional Liaison and Development: Meetings and Conferences

Affirming Diversity in DOE
American Chemical Society
American Compensation Association
American Indian Science and Engineering Society
American Institute of Physics
Asian Pacific Personnel Association
Bay Area Urban League
Chinese for Affirmative Action
DOE Quality Summit
Graduate Degrees for Minorities in Engineering
Howard University Cluster
Mexican American Engineering Society
National Association for Equal Opportunity in Higher Education
National Association of Environmental Professionals
National Association of Minority Engineering Program Administrators
National Organization of Black Chemists and Chemical Engineers
National Physical Sciences Consortium
NSBE
National Society of Black Physicists
Native American Leadership Conference
Non-Commissioned Officers of America
Northern California Diversity Forum
Northern California Employment Roundtable
Northern California UC Outreach Forum
Partnerships 2000: Achieving a Barrier-Free Workplace
Personnel Managers Association of Azatlan
Project Uplift
Society for the Advancement of Chicanos and Native Americans in Science
Society of Hispanic Professional Engineers
Society of Women Engineers
Western College Placement Association

Recruiting for a Diverse Workforce: Advertising

Florida University Career Fair
Mexican American Engineering Society Conference Bulletin (career development guides)
National Organization of Black Chemists and Chemical Engineers Conference Bulletin
NSBE Conference Bulletin
Society of Hispanic Professional Engineers Conference Bulletin
Society of Women Engineers Conference Bulletin
Tiempo Latino
Winds of Change (AISES Conference Program)
Winds of Change (Leadership Issue)

Diversity Dialogue Groups

Overview

The goal of the Diversity Dialogue Groups is to fulfill the Laboratory's vision of building an environment where each employee can work to his or her full potential. Taking advantage of diversity in the workforce can stimulate employee creativity and increase productivity.

Artificial barriers created by gender, ethnic, and other differences must be removed to promote effective teamwork. One of the effective and proven methods to learn about differences is through the use of Diversity Dialogue Groups in which participants engage in open and frank discussions about individual perceptions of differences. Dialogue Groups are small, heterogeneous groups of seven to nine people who meet on a regular basis to learn about differences through dialogue. The Dialogue Group process helps build trust and understanding between individuals and groups. As individual employees and teams are strengthened, the organization as a whole is strengthened and becomes more productive. To be most effective and maximize learning about differences, Dialogue Groups should be multicultural, have a good gender mix, and have members representing different occupational classifications and functions.

The Dialogue Group Coordinator manages the program and reports to the AADP's Diversity Programs Group Leader.

1995 Goals

Our goals for 1995 include the following:

- Have 15 to 20 active groups.
- Publicize the program to all Laboratory managers and supervisors to obtain their support of the program.
- Conduct additional training as needed for leaders and participants.
- Create a strong network with the Dialogue Group Leaders.
- Evaluate the program with feedback from participants, leaders, and co-leaders, and adjust the program based on recommendations.
- Write and publish a report on findings.

Achievements and Activities

Laboratory-wide expansion of the program is currently under way after the successful conclusion of the one-year pilot program. Specific achievements are as follows:

- An "Introduction to Diversity Dialogue Groups" workshop was developed to provide interested employees with an overview of the dialogue process and prepare them to become group participants. Six workshops were held. Of the more than 135 employees who attended, 121 signed up to either participate in, lead, or co-lead groups.
- A "Dialogue Group Leaders Training" workshop was developed to prepare individuals who had previously attended the "Introduction" workshop and were interested in leading or co-leading groups. Participants undergo training in areas such as group dynamics and conflict management. Five workshops have been attended by more than 60 employees.
- A monthly "Dialogue Group Leaders" meeting was established. These meetings, which are managed by the Dialogue Group Coordinator, are designed to provide a forum for Dialogue Group Leaders to disseminate and share information, resolve issues and concerns, network, and undergo further training.
- Nine Diversity Dialogue Groups have either formed or are in the process of forming.
- A brochure was produced to publicize the program.

Employee Representation in Diversity Dialogue Groups

Ethnic representation

- American Indian — 4
- Asian — 17
- Black — 14
- Hispanic — 7
- White — 68
- Mixed ethnicity — 6
- Unidentified ethnicity — 5

Persons w/Disabilities — 4

Veterans — 21

Managers/Supervisors — 31

Classification breakdown

- 100 Series — 41
- 200 Series — 16
- 300 Series — 10
- 400 Series — 22
- 500 Series — 19
- 600 Series — 24
- 700 Series — 0
- 800 Series — 4
- 900 Series — 1
- Other — 2

Hispanic Program

Overview

The mission of the Hispanic Program is to support LLNL Hispanic employees to ensure optimal career development, including but not limited to upward mobility, and to develop a comprehensive national outreach program that encourages Hispanics to pursue careers in mathematics, engineering, and science.

The Hispanic Program Leader reports directly to the Diversity Program Manager in the Affirmative Action and Diversity Program.

1995 Goals

Our primary goal is to develop an upward mobility program for LLNL Hispanic employees and address the needs in job groups at the Laboratory that underutilize Hispanics. The Hispanic Program will continue to encourage Hispanics to pursue careers in science, engineering, and mathematics. In addition, the Program plans to establish partnerships with various Hispanic-serving institutions to recruit and develop research and development projects. Finally, the Hispanic Program will focus on optimizing resources through strategic alliances with various groups and organizations to demonstrate competitive advantages of implementing a diverse workforce.

Achievements and Activities

During 1994, the Hispanic Program developed the Hispanic Employee Leadership Project (HELP), which is a series of career development seminars. This project was designed to provide employees with information on optimizing job performance and developing personal career strategies. HELP was comprised of the following four workshops: Leadership and Creativity, Organizational Dynamics, Personal Career Dynamics, and Communication. These workshops, though targeted to Hispanics, were open to all LLNL employees. Feedback from the participants indicated that the workshops were beneficial. The Hispanic Program also sponsored the attendance of about 300 students at the Society of Hispanic Engineers' regional conferences held in Socorro, NM and Sly Park, CA. Students were encouraged to develop leadership skills and pursue science, engineering, and mathematics careers.

The following are institutions and organizations that the Hispanic Program supported:

- Math, Engineering, Science Achievement—MESA Program, Sacramento, CA.
- National Hispanic University, San Jose, CA.
- New Mexico State University, Society of Hispanic Engineers, Socorro, NM.
- Office of Minority Affairs, University of California, Davis, CA.
- Sacramento City College.
- Various primary and secondary schools in Sacramento and Stockton, CA.

In 1994, the Hispanic Program supported Amigos Unidos (the LLNL Hispanic employees association) in presenting two major cultural fund-raising activities. The first activity was the Amigos Unidos' annual Cinco de Mayo celebration commemorating a mid-1800s battle between Mexican patriots and French soldiers. The second activity was the observance of National Hispanic Heritage Month. Support was provided in the form of recruiting volunteers to help at the events and creating displays to educate the public of the cultural diversity of Hispanics.

Historically Black Colleges and Universities Program

Overview

The objective of the Historically Black Colleges and Universities (HBCUs) Program is to increase the number of black employees at LLNL in the sciences and engineering job classifications, which are part of the AA, AC, BB, BC, BD, BE, BG, BH, BJ, and BZ job groups. To do this, LLNL has established research collaborations with faculty and students at several colleges and universities.

1995 Goals

Our goal is to continue to expand by increasing the involvement of other HBCUs in collaborative research efforts, as funding becomes available. In addition, efforts will be made to increase the number of LLNL scientists visiting and participating in various capacities at HBCUs.

Achievements and Activities

The Program Leader for the HBCU Program is a black physicist in the Physics and Space Technology Directorate. He also works with LLNL's Education Programs Office and the Affirmative Action and Diversity Program, helping to interface with the nations HBCUs on behalf of the Laboratory. The Research Collaborations Program (RCP), developed by this physicist last year, is a major component of the HBCU Program at LLNL. The goal of the RCP is to establish scientific collaborations between accomplished research faculty at HBCUs and LLNL principal investigators in areas of LLNL core competencies. Student involvement is a critical component of these collaborations. This year the program developed and supported ten collaborations that involved faculty and students at eight HBCUs. These included the following:

• Morehouse College	X-Ray Spectra for Laser Fusion Diagnostics
• Spelman College	Screening of the Lamb Shift in Heavy Helium-Like Ions
• Howard University	Energy Coupling from Point Energy Sources
• Southern University	Unified Formulas for Electron Impact Excitation Rate Coefficients
	Solid Electrolyte Materials for Gas Phase Sensors
• Fisk University	New Materials for Low-Loss Optical Wave Guides
• North Carolina A&T University	Magnetic Impurities in High-Temperature Superconductors
• Florida A&M University	High-Density Turbulent Plasma Processes
	Turbulence Measurements in Fuel Injection Emulation
• Prairie View A&M University	Advanced Instrumentation for the SLAC/LLNL PEP II B-Factory

LLNL scientists who participated in these collaborations were from several divisions in four LLNL directorates: Physics and Space Technology, Chemistry and Materials Sciences, Defense and Nuclear Technology, and Lasers.

In most of these collaborations, faculty and students from the HBCUs come to LLNL during the summer and semester breaks to work on their research. However, the research continues during the academic year on the HBCU campus as well as at LLNL. For example, a computer workstation was sent to Morehouse College so that students and professors could work on campus analyzing data from their experiments carried out at the Electron Beam Ion Trap Facility at LLNL. Similarly, computer terminals provided for Southern

University and Spelman College enabled professors and students at those schools to link with the supercomputers at LLNL and continue carrying out calculations in collaboration with LLNL principal investigators. In some cases, the LLNL scientists have traveled to the HBCUs to present seminars and to participate in the research on campus.

Some of the collaborations are multi-institutional. The collaboration with North Carolina A&T University on high-temperature superconductors also includes work with faculty and facilities at UC Davis, and one of the collaborations with Florida A&M University also involves Sandia National Laboratory. The collaborations have involved eight professors, eight undergraduate students, and three graduate students from HBCUs. We also recruited and fully supported a black postdoctoral researcher who is currently working at the Nova Laser Facility on the collaborative project with Howard University.

These collaborations have already produced eight papers that have been submitted to scientific journals for publication and four abstracts for presentations at scientific conferences. These papers and abstracts all list investigators from LLNL and professors and students from HBCUs as co-authors.

Another major accomplishment of the RCP was the development of joint proposals that were funded through several DOE Programs, including the Office of Fusion Energy, the Office of Transportation Technology, and the Office of Defense Programs. Another joint proposal developed with Howard University for the development of High Z Atomic Physics Models was funded through the Defense Nuclear Agency.

In addition to the RCP, the HBCU Program at LLNL has been actively involved with a number of other efforts with HBCUs. Some of these include:

Clark Atlanta University/LLNL Communications Technology Program. This program is a collaboration to create a Communications Technology curriculum at Clark Atlanta University using expertise from LLNL. Technical Information Specialists from LLNL have helped train instructors and develop courses. We expect that Clark Atlanta instructors will take over, and LLNL involvement will become advisory.

Fort Valley State College, Cooperative Developmental Engineering Program (CDEP). The HBCU Program supported this program that introduces junior high school students to careers in science and engineering. It takes them through graduation from college, exposing them to a number of industrial and academic experiences, including spending time at the University of Nevada and Oklahoma University and visits to LLNL and other industrial sites.

National Society of Black Physicists. The HBCU Program provided support to send 12 students from HBCUs to the annual conference of the National Society of Black Physicists. Students had the opportunity to learn about the research being done by black scientists in universities, national laboratories, and industry. Most of the students we supported also made presentations at the conference.

Science and Engineering Alliance (SEA). In addition to the students brought to LLNL as part of our RCP, the HBCU Program also supported two students who spent the summer at LLNL as part of the summer program for the Science and Engineering Alliance.

Tuskegee University. The HBCU Program helped support a student from Tuskegee who worked on a project in Plant Engineering.

Science and Engineering Semester (SERS). The HBCU Program provided support to the SERS Program at LLNL so that students from HBCUs could participate in this DOE-sponsored program at LLNL.

In 1994, the HBCU program leader served on the planning committee for developing a National Science Foundation Model Institution for Excellence at Spelman College and on the Advisory Committee for the NASA-supported Center of Excellence in Photonics and Devices at Fisk University. He gave invited technical seminars at Spelman College, Florida A&M University, and Southern University. At the invitation of the National Research Council, he again served on the Physics, Astronomy, and Mathematics Selection Committee for the National Science Foundation's Graduate Fellowship Program for Minorities. He continued in his role as the LLNL representative for the National Physical Science Consortium, which provides fellowships for women and minority students to pursue graduate degrees in the physical sciences. He directed the National Society of Black Physicists Undergraduate Physics Scholarship Program, and he obtained funding through LLNL and Argonne National Laboratory for two scholarships that were awarded to black physics students. He also was a member of the Diversity Working Group for the DOE Office of Defense Programs, which focused on Research and Educational Opportunities for HBCUs and minority institutions.

Mentoring Program

Overview

The primary objective of the Laboratory-wide cross-cultural Mentoring Program is to provide mentors and protégés with a one-on-one relationship in which mutual benefits can be achieved. Culture is defined broadly to reflect gender, culture, or other differences; these differences can lead to learning on the part of both participants thereby creating a work environment that supports valuing differences.

1995 Goals

In 1995, we will conduct quarterly mentoring meetings as a means of monitoring the progress of the participants in achieving personal and programmatic goals. It will also be an opportunity to provide informational forums such as "Principle-Centered Leadership" and "Creating a Career Resilient Workforce."

When the Laboratory-wide cross-cultural Mentoring Program was launched, Engineering was the only other organization with a mentoring program. Currently, Hazards Control is at the implementation phase of its own mentoring program, and Lasers is at the proposal development stage for its program. We do not know at this time what impact this will have on the Laboratory-wide program. We currently have participants from Hazards Control and Engineering, although both have their own departmental programs. The emphasis of the cross-cultural Mentoring Program is to create a work environment that embraces diversity, while other programs emphasize performance and career development.

We will continue in 1995 to share our program concepts with other internal Laboratory organizations as well as with industry and external agencies, just as they did with us in the formulation of our Mentoring Program. To date, all proposals to present the LLNL cross-cultural Mentoring Program model have been accepted. The next scheduled presentation will be at a national conference in San Antonio, Texas in March 1995.

Achievements and Activities

A stated goal for 1994 was to evaluate the six-month 1993–94 pilot program. The six-month pilot program was extended to one year per the request of the participants. We have received completed questionnaires and/or have interviewed all 25 pairs of participants to obtain data regarding the frequency of meetings, mutual benefits, and outcomes for the mentors and protégés.

Overall, the results of the program were positive and only minor adjustments were recommended. For example, both mentors and protégés unanimously agreed that some training or orientation is needed. The Mentoring Facilitation form was redesigned to delete unnecessary information and to accommodate additional information we found helpful in making better mentor–protégé pairings or matches.

The well-publicized program attracted both mentor and protégé volunteers to the 1994–95 program. The Laboratory Equal Employment Opportunity Officer announced the program in one of his bi-monthly 400 Series meetings. We received thirteen inquiries immediately following the meeting and the release of the meeting minutes by the Public Affairs Office. In addition, a Newsline article featuring pilot program participants and their experience in the program resulted in fourteen managers and employees volunteering to be mentors and thirty employees and managers volunteering to be protégés. We expect more inquiries as a result of the Laboratory-wide mailing of the Mentoring Brochures in mid-January. The program coordinator recruited eighteen managers to participate as mentors and invited two

employees she felt would significantly benefit by participating in the program to participate as protégés.

1994–95 Mentoring Program Participants

Directorate	Mentors	Protégés
Budget Office	0	1
Business Operations	1	0
Chemistry and Materials Science	1	1
Computation Organization	0	1
Defense and Nuclear Technology	2	2
Director's Office	5	4
Environmental Programs	0	1
Engineering and Technology Transfer	7	6
Finance	1	1
Hazards Control	0	1
Human Resources	5	4
Laboratory Counsel	1	0
Lasers	1	1
NAI	1	1
Physics and Space Technology	2	0
Plant Operations	5	4
Safeguards & Security	0	3

There are 30 mentors and 31 protégés; one protégé has both an administrative and a technical-administrative mentor. Statistics will change as the organization changes. For example, Technology Transfer was a part of the Engineering Directorate at the start of this program in September of 1994. In January, Technology Transfer became a part of the Director's Office; however, participants from Technology Transfer are still included in the statistics for Engineering for this report. New Directorates are being formed, and as organizations move around and transform, our data will change to reflect those differences in updated reports.

These figures reflect only newcomers to the 1994–95 program. Two-thirds of the mentoring pairs from the pilot program are continuing the mentoring relationship and are not listed in the above statistics. Another one-sixth was re-matched in the 1994–95 program, and one-sixth discontinued their current mentoring relationship. All current and pilot participants are invited to mentoring events and receive mentoring information on an ongoing basis. Mentors who choose to mentor supplemental laborers, who are ineligible to participate in the Laboratory-wide program because of third-party employer restrictions, are invited to attend mentor orientation and training. These mentors will at later dates also mentor career employees who are eligible to participate in the program.

In 1994, the program coordinators submitted proposals for participation at regional and national conferences. As a result, LLNL Mentoring Program presentations were made at the Third World Counselors Conference in April, the LLNL Women's Association General Meeting in July, and the California Career Conference in November. We were invited to participate in an external mentoring coalition as advisors to the Oakland Public School System, along with Engineering and the managers of the Science and Engineering Research Semester Program. In addition, we were advisors to the Work Experience Transfer Project created by a VERIP III retiree. The Mentoring Program coordinators will continue to support these important projects over the next year.

	White		Black		Asian		American Indian		Hispanic	
Gender	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Mentors (30)	14	12	1	0	1	0	1	0	1	0
Protégés (31)	0.5	12	2.5	5	2	2	1	0	0	6

National Consortium for Graduate Degrees for Minorities in Engineering and Science, Inc.

Overview

The National Consortium for Graduate Degrees for Minorities in Engineering and Science, Inc. (GEM), a nonprofit corporation, encourages and supports minorities in their pursuit of M.S. and Ph.D. degrees in engineering and Ph.D.s in the physical sciences. Currently, 80 industrial and research laboratories and 70 universities are members of GEM.

The GEM program assists minority students in obtaining practical experience through summer work opportunities at the participating laboratories, and in financing graduate studies at a participating university. Eighty-five percent of all participants successfully complete graduate programs. Twelve percent of minority M.S. graduates in engineering are GEM Fellows.

Jeff Williams, Division Leader, Manufacturing and Materials Engineering Division, serves on GEM's Board of Directors and the GEM Engineering Ph.D. Advisory Board. The Engineering and Technology Transfer Directorate uses the GEM program as a recruiting tool for career employees. We support about six students at any given time, as most are in the GEM program for three years.

We will continue our level of effort and involvement with the GEM program. We anticipate sponsoring three additional students for the next fiscal year.

National Physical Science Consortium

Overview

The National Physical Science Consortium (NPSC) offers a unique graduate fellowship program for women and minorities in the physical sciences. The program includes paid tuition, summer employment, mentors on campus and work site, and opportunities to present research at national meetings and build a network with leading scientists from both major research laboratories and universities. Currently, 31 employers and 88 organizations that grant Ph.D.s are participating in the NPSC. NPSC Executive Director L. Nan Snow, a retired LLNL employee, administers the program from offices at UC San Diego.

1995 Goals

The Laboratory will continue to participate in the NPSC and expects to support fourteen students in the program in 1995. As these students graduate with their Ph.D.s, we will add new recipients.

Achievements and Activities

In 1994, the Laboratory sponsored 17 students including the following:

- Five females, one Hispanic male, and one black male in Physics.
- Four females, one of whom is black, in Chemistry.
- Two black males and one Hispanic male in Computer Science.
- One black male in Materials Science.
- One female in Lasers.
- One American Indian male in Accelerator Mass Spectrometry.

Science and Engineering Alliance

Overview

The Science and Engineering Alliance (SEA) was formed to foster and encourage collaborative research among the personnel of the Alliance and to increase the number of well-qualified minority scientists for the next century and beyond. The goal of the SEA is to help our nation by strengthening the scientific and engineering programs at Alliance universities and the Laboratory. SEA is a nonprofit consortium of four Historically Black Colleges and Universities (HBCUs): Alabama A&M University, Jackson State University, Prairie View A&M University, and Southern University and A&M College. SEA collaborates on research projects with government agencies, national laboratories, private foundations, industry, and other universities in a broad range of scientific and technical areas. Alliance universities participate in an ongoing summer program at LLNL with the goal of establishing long-term funded collaborative research.

1995 Goals

The Laboratory will continue to sponsor SEA research and educational activities that will significantly advance knowledge in the physical sciences and engineering, while producing top-quality graduate and undergraduate students. We will continue to use the Laboratory for Cooperative Applied Physics (LCAP) as a vehicle to promote collaborative research and to provide opportunities for new students and faculty as current proposals become funded. Our goal is to provide at least two funded research projects in the LCAP as well as offers of summer support to at least one faculty member and two students from each of the Alliance universities. We will provide at least one technical seminar or colloquium at each of the Alliance universities, and we will participate in future SEA research design teams as necessary. Also, we will engage in efforts to expand the number of LLNL scientists visiting Alliance universities and participating in activities that further the goals of the SEA.

Achievements and Activities

The Laboratory signed an agreement with SEA in 1990 to develop joint proposals, conduct workshops, disseminate appropriate information, develop mechanisms to provide for staff exchanges, and create and foster programs to encourage minority youths to pursue careers in science and engineering. SEA uses, on an as-available basis, LLNL supercomputers; scientific and engineering equipment; training for faculty and staff, including seminars, workshops, and conferences; and other support services.

In 1994, LLNL established the LCAP. The LCAP employs a wide range of photonics technologies (x-ray to visible) to a broad spectrum of problems from environmental sensor development to basic physics research. The LCAP provides an experimental laboratory that involves collaborations between HBCU faculty and students, the Physics and Space Technology Directorate at LLNL, and program-funded projects at LLNL. It serves as a focal point for the SEA summer program and as a permanent resource to help establish funded collaborative research.

We participated in the writing and submission of three proposals sponsored by the SEA, which involved active participation by all four HBCUs: (1) a proposal submitted to the DOE to provide for infrastructure support for SEA member institutions; (2) a proposal to provide resources for research and construction of end stations and beam lines at the Center for Advanced Microstructures and

Devices (CAMD) in Baton Rouge, LA; and (3) a proposal to the National Telecommunication and Information Agency for a pilot program to initiate a data/video network linking the four SEA schools and LLNL. We also participated in a meeting at Jackson State to provide input for the completion of a proposal submitted to the National Science Foundation to compete in the Model Institutions for Excellence program.

This past summer, we offered support to one faculty member and two students from each of the Alliance universities for twelve weeks at LLNL to participate in ongoing research projects. A plant geneticist from Alabama A&M University collaborated with researchers in the LLNL Human Genome Project. The results of their research were jointly presented at a conference at the end of the summer. A geologist from Prairie View A&M University was housed in Nuclear Chemistry with an LLNL geologist who studies ground-water migration in conjunction with scientists at LLNL's Site 300. He developed three research proposals jointly with LLNL personnel, one of which was included as part of the CAMD proposal mentioned above. A faculty member from the Physics Department at Jackson State University participated in research to develop blazed multilayer-coated gratings in the LCAP. A theoretical physicist and two of his students from Southern University participated in a project sponsored by the HBCU program to make sophisticated calculations more widely accessible to modeling codes. This work resulted in a proposal to DOE.

In 1994, the LCAP housed a faculty member and three students from Jackson state (one student was funded by NPEPC); two students from Southern University (one funded by NPEPC); and two students from Florida A&M University (both funded by Defense Sciences). In addition to the multilayer-coated grating research, the students participated in program-funded projects to develop a miniature mass spectrometer and an aqueous, environmental pollution detector based on x-ray fluorescence.

Science and Engineering Research Semester

Overview

The Science and Engineering Research Semester (SERS) program established by DOE encourages undergraduates to pursue advanced degrees in science or engineering. The SERS program gives students the opportunity to participate in research at one of seven DOE laboratories during the academic year. Using the facilities and equipment, SERS program students enrich both their scientific backgrounds and their perspective for future career decisions.

There are three basic elements to the SERS program: (1) participation in ongoing research under the mentorship of one of the laboratories' staff scientists or engineers; (2) instruction in the participant's field of study designed to integrate and supplement their laboratory research experience through seminars, workshops, and course work; and (3) experience in the operation of sophisticated, state-of-the-art scientific research equipment.

Qualifying students are college juniors or seniors with a limited number of recent graduates who have not been accepted to graduate school. Students must have a minimum 3.0 grade point average and be a U.S. citizen or permanent resident alien. An emphasis is placed on the selection of women and minorities who are often underrepresented in the science and engineering career fields.

The LLNL steering committee for SERS has had management representatives from Engineering, Lasers, Environmental Protection Department, Computation Operations, Nuclear Chemistry Division, Chemistry and Materials Science, Biology and Biotechnology, Affirmative Action and Diversity Programs, and Hazards Control.

At present, SERS is managed by the Education Program Student Programs Manager and a specialized staff that coordinate pedagogy, technical content, enhancement activities, and administrative support. In addition to creating bridges between programs to track potential Laboratory recruitment, SERS has provided excellent technical support to Laboratory programs.

1995 Goals

We have three specific goals for the coming year. First, we will incorporate evaluation into the program criteria. A science education graduate student from Oregon State University is being recruited to support our program in its evaluation efforts. Second, we want to design a multi-media course for participants. We also are bringing back the scientific writing class, which was well-received last year. And third, we will implement a parallel program to encourage research collaboration at home institutions and exposure in the private sector.

Achievements and Activities

Last year, 35 students participated in LLNL's SERS program. Of the program's past participants, 40% were hired as summer employees during the summer of 1994 and almost 60% of past participants have published or co-authored papers from their research experience. With only two years of SERS student participants, two alumni were offered National Physical Science Consortium (NPSC) Fellowships at LLNL. Past participants of LLNL's SuperKid Program, Summer Institute, Summer Employment, and Explorer Posts have participated in LLNL's SERS program. A few of these students are presently participating in the UC Davis' LLNL Department of Applied Science Student Employee Program or have been hired by the Laboratory as term employees.

As more and more educational activities are incorporated into the semester, other activities must be eliminated. The two most recent victims of this reality were the field trips to Stanford and UC Berkeley. Students

will still have the opportunity to contact representatives at either institution, but will have to make their own arrangements to schedule visits.

At LLNL, an average of 46% of the participants are female and 26% are minorities, as opposed to a SERS national average of 35% and 15%. Of this number, approximately 5% of the applicants nationally are black, while 15% are represented participants in LLNL's program. Finally, while only 1% of the SERS national applicants are American Indian, 6% have participated in LLNL's program.

Student-Employee Program

Overview

The Student-Employee Program was established in 1968 to provide UC Davis (UCD) graduate students the opportunity to work in a major research facility and support the LLNL programmatic research effort while pursuing their graduate work at the UCD-Livermore site campus located adjacent to the Laboratory. There are currently sixty student-employees at LLNL pursuing their doctoral degrees in applied science and computer science. The program is administered by the Student Policy Committee, which is responsible for reviewing all applications and for managing the students in the program.

The Applied Science and Computer Science programs are designed to attract top quality students to a unique educational experience. Students simultaneously take classes at UCD-LLNL's Department of Applied Science, while working on a research project at LLNL. The programs enhance the prestige of UCD and LLNL and also develop a source of potential LLNL employees with exceptional education and research backgrounds. The programs at the Livermore site are an example of the successful collaborative efforts between the Laboratory and the University of California.

1995 Goals

In the coming year, our goal is to attract additional minorities and women to the program. The Student Policy Committee hopes to increase representation in these groups by at least 10% per year. Because applications from these minority groups are minimal, efforts will be made in 1995 to collaborate with UCD's Department of Applied Science to attract more minorities and women to the program.

Achievements and Activities

In 1994, we increased the total number of women and minorities in our program. The number of women in the program increased to 16%, and the number of minorities increased to 16% of the total student-employee population. Members from minority groups such as American Indian, Hispanic, Filipino, East Indian, Korean, Vietnamese, and Chinese are represented in the program. According to a female second year Chinese-American student, "this program has given me the opportunity to be involved in new research at the Laboratory as well as be on the cutting edge of new developments and technology."

Targeted Employment

Overview

Targeted employment programs support LLNL's commitment to continued development of a representative workforce. These programs provide training and work experience relevant to the Laboratory to minorities, women, veterans, and persons with disabilities.

The Employment Programs Manager administers the programs and reports to the Compliance Group Leader in the Affirmative Action and Diversity Program (AADP).

The programs are divided into the three categories described below.

Career-Oriented Programs

Career-oriented programs provide opportunities to develop the skills, knowledge, and experience necessary to enter career positions at LLNL. There are four career-oriented programs:

- Post-college appointments provide science, engineering, and administrative college graduates work experience at LLNL for one to two years.
- On-the-job-training is a one-year work program for unemployed or underemployed individuals with limited marketable skills. The individuals develop skills to qualify them for entry-level positions at LLNL.
- Apprenticeship and preapprenticeship programs provide training and experience leading to state certification as journey workers in a variety of skilled crafts. The AADP funds the first two years of the apprenticeship, and the participating departments fund the balance. A one-year preapprenticeship appointment is also available to develop the requisite skills for entry into the apprenticeship program.
- Career-growth programs provide Laboratory employees job experience and training to increase their promotional opportunity. Participants work full time for one to two years in a higher level job and follow a clearly defined training plan. Upon successful completion of the program, they are reclassified to the higher level position. There are also opportunities to gain work experience in a new field or profession.

Work-Experience Programs

Work-experience programs are temporary or term appointments. Participants work for a definite period and gain the experience required to qualify for vacancies at LLNL. Temporary or term appointments are also awarded for post-college work experience, graduate research, and minority faculty exchange.

Student Work-Experience Programs

Student work-experience programs provide high-school and college students with work experience relevant to their academic goals in technical, scientific, engineering, or business curricula:

- The Cooperative Education Program allows college students in scientific and engineering disciplines to alternate full-time work at the Laboratory with on-campus study.
- The Student Technology Experience Program (STEP) provides local high-school and college students with work experience in scientific, technical, engineering, or business fields. Students work full time during the summer and a maximum of 16 hours per week during the academic year.
- The National Institutes of Health Program provides summer employment to junior high and high-school students interested in the physical and life sciences. The program acquaints students with Laboratory expertise, facilities, and research equipment. Students work full time for eight weeks. Assignments are also available for high-school teachers with an interest in the physical and life sciences.
- The Science and Engineering Alliance (SEA) Summer Program provides summer employment to minority college students and faculty from the four Historically Black Colleges and Universities (HBCUs) that make up the SEA. Students and faculty collaborate and train with LLNL scientists on a broad range of scientific and technical projects. Students and faculty work full-time for eight to eleven weeks.

1995 Goals

To accelerate progress in correcting Laboratory underutilization, the Employment Programs will emphasize hiring for career-oriented programs, post-college appointments, on-the-job-training, and postdoctoral support. Program support will be determined by overall Laboratory underutilization statistics, individual Directorate needs, and the availability of funding.

Achievements and Activities

In 1994, there were 63 Employment Programs participants (see Table for breakdown). Specific achievements are as follows:

- An Hispanic female, who was a STEP/TEMP employee, was hired as an FTE Information Systems Specialist for Computations.
- A black female, who was an on-the-job trained employee, was hired as an FTE Administrative Specialist for Engineering and Technology Transfer.
- An Asian male, who was a STEP participant in Biology and Biotechnology Research, was hired as a Biomedical Scientist at the Department of Justice.
- Two firefighter trainees, one an Hispanic male and one a black male, were hired for the on-the-job-training program.
- Two automotive mechanic apprentices, one an Asian male, successfully completed their first two years of training and were transferred to the Services and Distribution Department.
- One electrician apprentice, an Hispanic male, successfully completed his first two years of training and was transferred to the Plant Engineering Department.
- Two machinist apprentices, one a male with a disability, graduated from the apprenticeship program. They were reclassified to journeyman machinists and transferred to Engineering and Technology Transfer.
- In addition to the 63 participants, Employment Programs provided supplemental financial support to two postdoctoral appointees: a black female Chemist and an Hispanic male physicist.

Employment Programs 1994 Achievements and Activities

Program	Total	Composite White	Composite Minority	Black	Asian	American Indian	Hispanic	Veterans/ Disabled
Career Oriented	16	3	13	4	2	0	7	1
Work Experience	3	1	2	1	0	0	1	1
Student Work Experience	38	9	29	12	9	3	5	0
Teachers/Faculty	6	2	4	1	2	1	0	0
Total	63	15	48	18	13	4	13	2

Women's Issues Programs

Overview

The Women's Issues Program (WIP) was begun in 1992 to develop and promote measures to increase opportunities for women in science, engineering, administration, and management at LLNL. The program leader for this position reports to the Deputy Associate Director for Affirmative Action and Diversity and is appointed to a 30% time position for a two-year period.

1995 Goals

The Women's Issues Program Manager resigned in October of 1994 after working in this capacity for three years as a rotational assignment. Goals for 1995 will be identified when a new program manager is appointed.

Achievements and Activities

In October, LLNL held its second Technical Women's Symposium (TWS). The theme for this event was "Professional Women Framing the Future of Science," and the program represented major changes and improvements from our first Symposium in 1993. First, we increased the attendance of the symposium by over 50% and almost doubled the number of papers presented. Second, we opened this event to our colleagues at other local DOE facilities and, as a result, about 40 people from Lawrence Berkeley Laboratory, Sandia National Laboratories, Stanford Linear Accelerator Center, and DOE (both Oakland and Headquarters) shared their work and experiences with those of us from LLNL. Third, we broadened the focus of this symposium to recognize that not only are women at the forefront of some of the Laboratory's most challenging and important scientific and technical research projects, but they are also prominent in business, finance, career development, and other professions that support and contribute to the development of technology. Main sessions included a keynote address by Dona Crawford (Sandia National Laboratory's Director of National Information Infrastructure Research and Development), luncheon addresses by Dr. Margaret Batchelor-White (DOE's Director for Special Emphasis Programs, Office of Civil Rights) and Barbara Jean (President of The Competitive Edge), and endnote addresses by LLNL's Dr. Claire Max and Dr. Muriel Ishikawa.

The following videotapes from this Symposium are available for loan to LLNL employees and local schools: Ms. Crawford's keynote address, "The Evolution and Future Role of Computing in Our Work and in Our Lives"; Dr. Batchelor-White's luncheon address, "Diversity and What It Means"; Ms. Jean's luncheon address, "Reflections from the Glass Ceiling, or How to Achieve Your Career Goals"; Dr. Max's endnote address, "The Jupiter-Comet Impact: What Happened, and What Made It So Exciting"; and Dr. Ishikawa's endnote address, "Clementine in Cyberspace: A New Look at the Moon 25 Years After Apollo 11."

Ongoing activities in the WIP included working with the LLNL Women's Association in the planning of the inaugural Take Our Daughters to Work event (April 1994), partnering with the Human Resources Employee Development Division to pilot an efficacy training class for women, continuing support of the Women in Science project, providing financial support to bring speakers to LLNL (including Anne Dettner during Women's History Month and Dr. Patricia Kelly in July), and providing LLNL-developed materials (e.g., TWS videotapes and Women in Science and Engineering booklets) to schools across the nation to further encourage women to pursue careers in math and science.

Employee Associations

Employee associations contribute significantly to making the Laboratory the institution of choice for all employees. Employees with common interests and cultures have organized on-site groups to address issues and concerns. Most hold monthly meetings, which can include guest speakers and special programs. They work with existing Director-appointed committees and task forces to communicate their interests, issues, and concerns. The managers of the Affirmative Action and Diversity Program (AADP) meet with employee associations and with leaders of each employee group. These associations also offer Laboratory-wide celebrations to promote greater cultural understanding of their groups.

American Indian Activity Group

Membership

The American Indian Activity Group (AIAG) has five officers: Chairman, Co-Chair, Treasurer, Secretary, and Corresponding Secretary. AIAG has 35 members.

Overview

The AIAG has defined several key areas in which we can benefit both the American Indian community and the Laboratory's diversity mission. These areas are:

- To provide a resource for Laboratory employees and the local community to learn about various American Indian cultures and contributions through special speakers, workshops, and participation in social events.
- Work with Laboratory managers and the AADP to address issues of concern for American Indian employees.
- Promote higher educational opportunities for American Indian students through the continuation of scholarship awards and mentoring.

1995 Goals

We are anticipating several new opportunities for 1995. We have more outings planned, including attending classes in Native American arts and crafts and becoming more active in local powwows. One of our members will teach the Cherokee language courses at the Livermore Indian Center. We will host our annual Indian Fry Bread Taco Sale, featuring a possible performance by the Pomo Dancers from Northern California. Also, we are considering a celebration of American Indian Scout Day, which honors American Indians who served as Scouts for the military and recognizes them as veterans. Another possible activity is the observance of Native American Citizenship Day in June; few people are aware that Native Americans were not granted citizenship in this country until June 2, 1924. Finally, we are exploring the possibility of inviting one of the few remaining Navajo Code Talkers to give a presentation during Native American Heritage Month.

Achievements and Activities

To benefit our scholarship fund, we hosted an Indian Fry Bread Taco Sale and sold "Gold C" coupon books. Through the efforts of the AIAG Scholarship Committee, we provided five scholarships this year.

We hosted several speaker presentations to which a Laboratory-wide invitation was extended. Two of the key speakers for the year were Tom Phillips from the Three Rivers Indian Center, who spoke on American Indian culture and dance; and Dr. Morgan Otis from UC Sacramento, who is a direct descendant of one of the warriors at the Battle of Little Big Horn.

The AIAG, in collaboration with LLNL, the LLNL American Indian Program, and DOE, co-hosted the American Indian Science and Engineering Society's national conference in San Jose. Some members participated in the National American Indian Science Bowl in Chinle, NM. At the Laboratory, we offered a Cherokee language course to all employees.

Our active outreach committee coordinated requests from local schools and organizations for speakers, helped the needy and in-crisis families of the community, and contributed food baskets at Thanksgiving and Christmas. Several AIAG members volunteered to help at the City of Livermore Festival.

We made two trips to Chaw`se Indian Grinding Rock State Historical Park near Volcano, CA. The first trip was a social family gathering and included a guided tour of the park and museum. The second trip was more of a spiritual outing for the participants. Both of these trips were highlighted by a traditional fry bread taco dinner as well as singing, drumming, and dancing by an open fire.

The AIAG, in collaboration with the American Indian Program, co-hosted National Native American Heritage Month at the Laboratory. Activities included a dance performance by the Eagle Feather singers and Los Aztecas performers, and a slide show presentation by Steve Grey and Don Gonzales. We also invited several speakers: Jaimie Pinkham, Director of Natural Resources for the Nez Percé Tribe; Victoria Thornton, member of the San Pasqual Band of Mission Indians and Intergovernmental Affairs Specialist for Indian Affairs; and A. David Lester, member of the Creek Tribe and Executive Director of the Council of Energy Resource Tribes. Finally, we gathered personal tribal regalia from American Indian Laboratory employees and created a display in the Visitors Center. The display included a photograph and small biography for each of the participants, thus highlighting the individuals and their tribes.

Amigos Unidos Hispanic Association

Membership

The Amigos Unidos Hispanic Association (AUHA) has four officers: Chairperson, Co-Chairperson, Secretary, and Treasurer. AUHA has approximately 60 members.

Overview

The AUHA is in the process of changing from an organization focused on cultural awareness to an organization committed to promoting professional development and career optimization. In 1994, we proposed the following Vision and Mission Statements:

Vision Statement

The AUHA envisions a leadership role that promotes and achieves professional and personal excellence for all Laboratory employees through career development, diversity, and community outreach. We are committed to educating and mentoring Hispanics to meet the challenges and opportunities at the Laboratory.

Mission Statement

- Develop effective Hispanic leaders at LLNL.
- Increase the representation of Hispanics at all working levels within LLNL.
- Develop a networking structure that optimizes the dissemination of information.
- Encourage Hispanics to pursue careers in mathematics, science, and engineering.
- Promote continuous career, personal, and interpersonal development.
- Promote awareness of Hispanic diversity and values.

1995 Goals

The following are tentative 1995 goals for the AUHA, pending membership approval and development of strategies for implemation:

- Work with LLNL's Hispanic Program to meet program objectives.
- Promote continuous career, personal, and interpersonal development by supporting LLNL's Hispanic Program.
- Promote awareness of Hispanic diversity and values through cultural activities.

Achievements and Activities

In 1994, we granted $4500 in scholarships to Hispanic students who graduated from local high-schools and were accepted to colleges and universities. These funds help the students pay for tuition, books, and related educational expenses. The $4500 was comprised of $2500 raised by AUHA through various fundraising activities and $2000 matched by the AADP.

In addition to supporting and encouraging students to pursue careers in mathematics, engineering, and science, we also subscribe to personal development and career growth. AUHA members attended various employee development workshops sponsored as part of the AADP's Hispanic Program.

In 1994, we sponsored two cultural events : Cinco de Mayo (5th of May), commemorating a mid-1800s battle between Mexican patriots and French soldiers, and National Hispanic Heritage Month. At the events, we raised funds by selling luncheon plates of Mexican food. We also provided various cultural displays to demonstrate Hispanic diversity.

We supported the diversity efforts undertaken by the Laboratory, and we supported the AADP in ensuring that all employees are afforded equal opportunity for advancement and mobility.

Asian Pacific American Council

Membership

The Asian Pacific American Council (APAC) has five officers and two At-Large Board Members. APAC has 71 members.

Overview

The APAC was formed as a coalition for LLNL's diverse Asian Pacific American (APA) community. Under this umbrella organization, there are three APA activity groups: Chinese American Activity Group (CAAG), Korean American Activity Group (KAAG), and Indo-American Activity Group (IAAG). Our mission is to provide leadership for the growth, development, and full participation of APAs in support of the Laboratory's mission. We have been involved in educational, social, cultural awareness, and career development programs both within the Laboratory and externally to schools and the community.

APAC is directed by the APAC Board, which is comprised of the Chair, Chair-Elect, Vice-Chair, Secretary, Treasurer, and two At-Large Board Members who are elected by the APAC members for a one-year term. Each year, the Chair position is filled by the Chair-Elect of the previous term. The Chairs of each of the activity groups (CAAG, KAAG, and IAAG) are also board members.

1995 Goals

APAC will continue to support the Laboratory's efforts to develop and maintain an environment that supports and values the contributions of its diverse workforce. As a participant of the Window of Opportunity Committee, APAC will continue to work toward fulfilling the Laboratory's vision of becoming the employer of choice by enhancing the opportunities for current employees and providing management with insight into the unique contributions that can be made to the Laboratory by APA employees.

We will continue to support the existing APA activity groups and will encourage the formation of new groups. We plan to strengthen our council's internal integration and enrich the contents of our newsletter by organizing a correspondence group of APA activity group representatives.

In addition, we will continue to encourage APA employees to take the leadership training seminar offered by the UCLA/LEAP (Leadership Education for Asian Pacific) Technology and Aerospace Management Program and to pursue other career-development opportunities.

Finally, as one of our outreach efforts to enhance the awareness of diversity at the Laboratory, we are planning a new program called Adopt a Non-APA Employees Program. In this program, APA employees will act as hosts to non-APA employees at our cultural and educational activities.

Achievements and Activities

The 1994 Asian Pacific American Heritage Month (APAHM) Celebration gave APAC the opportunity to pay tribute to the cultural, social, and economic contributions that APAs have made to our country. It also enabled us to promote cultural awareness and encourage others to value our nation's cultural and ethnic diversity. The IAAG Chair was responsible for the coordination of the APAHM celebration and did an outstanding job in organizing the following activities:

- "High Cost of Frozen Talents" presented by Dr. J. Cherian, President of J. Cherian Consultants (JCC), Inc. JCC represents corporations that are interested in international trade in-services. He also leads seminars and workshops on U.S. equal employment opportunity issues.
- Indian Dance presented by Abhinaya Dance Company (ADC) of San Jose, CA. This Indo-Asian presentation featured Ms. Mythili Kumar, an artistic director and choreographer for ADC, in a performance of innovative choreography and lecture demonstrations.
- "Just Call Me a Californian" presented by T. T. Nhu, columnist for the San Jose Mercury News. Ms. Nhu writes on a wide range of subjects, especially about changing communities and morals in California.
- Korean cultural film depicting Korean history and culture.
- "Asian Treasure Bag" presented by Eth-Noh-Tec, Robert Kikuchi-Yngojo, and Nancy Wang. The presentation was a potpourri of Asian stories from Japan, China, Korea, and the Philippines performed in Eth-Noh-Tec's witty style of "tandem" telling. The stories demonstrated the diversity within the Asian American community.
- Asian Pacific American Heritage Month Festival. The festival featured an Asian arts and crafts exhibit, entertainment, and an Asian Pacific Islanders smorgasbord of Indo-Asian, Filipino, Chinese, and Korean foods.

APAC fully supports the Director's goal to make the Laboratory the employer of choice for all members of society. APAC members were key contributors to a variety of committees and programs sponsored by the Laboratory's AADP office, including the Diversity Training Advisory Committee, Communication and Awareness Panel, Martin Luther King, Jr., Celebration Committee, Chairs of Employee Associations, and several Dialogue Groups.

APAC also focused on the career development of the Laboratory's APAs, helping to ensure job satisfaction and the achievement of career goals. Many Laboratory APAs attended the UCLA/Leadership Education for Asian Pacific (LEAP) Technology and Aerospace Management Program held at UCLA's Anderson Graduate School of Management in May 1994. The purpose of this intensive training program is to promote the professional development of Asian Pacific managers and prepare them for general management executive positions in high technology industries.

APAC grew from two to three APA activity groups with the addition of the IAAG in 1994. The following describes the achievements and activities of each group.

Chinese American Activity Group. The CAAG was formed in 1989 and now has 35 members. It is a volunteer group whose mission is to promote diversity awareness, provide assistance to career development, encourage pursuit of higher education, and host social and cultural activities for its members and the community. Membership is open to all Laboratory and Sandia National Laboratories employees and retirees.

In 1994, CAAG volunteers raised more than $2,000 for its scholarship fund. In support of our scholarship program, the Director's office contributed $1,250. We awarded five high-school juniors and seniors with $500 each.

Our activities included the Chinese New Year Banquette, which was attended by more than 130 members and guests; two Chinese Mandarin classes offered to all Laboratory employees; and a three-part presentation on Career Strategy Tools offered to members. We also supported the APAHM activities, participated in the Martin Luther King, Jr., Celebration, and hosted a food booth at the Laboratory Recreation Association's Water Carnival. Finally, we played a role in hosting the Chinese Delegation visit to the Laboratory.

In 1995, we plan to expand the scholarship program and offer more awards. We will continue to promote and host diversity activities. We plan to offer two Chinese Mandarin classes and more career-related workshops. We hope to enhance our relationship with the AADP and Human Resources.

Indo-American Activity Group. The IAAG has 16 active members. Our mission is to promote awareness and appreciation of the Asian-Indian culture in the Laboratory workforce, organize cultural and ethnic events, and assist the Laboratory in reaching its diversity goals.

For the APAHM Celebration, we invited guest speaker Dr. Joy Cherian, and we staged a classical Indian dance program. For the APAHM Festival, we arranged an Asian Indian folk dance, set up a booth for Asian Indian cultural exhibits, and served Asian Indian food.

We plan to promote cultural awareness and enhance diversity at the Laboratory and in the community. To promote Asian Indian culture and heritage, we will host a guest speaker to discuss yoga and mediation. We will continue to make presentations on Asian Indian history and culture for various diversity groups at the Laboratory. We are also planning to present films on Asian Indian culture and heritage.

Korean American Activity Group. The KAAG has 25 members. Our goals are to preserve Korean cultural heritage among Korean-Americans and participate in educational, cultural, and ethnic activities at the Laboratory. Members meet monthly for social interaction, planning activities, and celebrating cultural and ethnic events.

We offered four beginning Korean language classes and a series of cultural presentations for Laboratory employees. The cultural presentations included five invited lectures on various Korean issues, ranging from politics to culture to Confucian society.

Other activities included organizing a volleyball game with Korean-Americans from Sandia National Laboratory, Livermore and Lawrence Berkeley Laboratory; participating in the APAHM activities; and attending special ethnic events held by the local Tri-Valley Korean community and Korean-American Scientists and Engineers in Bay Area.

We plan to continue our participation in educational, cultural, and ethnic activities at the Laboratory.

Association for Black Laboratory Employees

Membership

The Association for Black Laboratory Employees (ABLE) elected five officers to its Executive Committee: President, First Vice President, Second Vice President, Secretary, and Treasurer. ABLE has approximately 100 members.

Overview

ABLE was formed in 1988 in response to frequent requests for black Laboratory employees to participate in black awareness and community activities. Our charter is threefold: black history, external affairs, and internal affairs.

The contributions made by blacks to this nation have historically gone unrecognized. We help the Laboratory preserve and disseminate information on the contributions blacks have made to the nation's education, economy, history, science, and freedom. ABLE activities during the month of February, Black History Month, include guest speakers, art exhibits, science and technology displays, and videotapes played over the Laboratory's television network.

As part of our outreach efforts, we implement and support educational and motivational programs to community groups and schools.

Internally, ABLE's goal is to enhance the quality of work life for black Laboratory employees with regard to all aspects of employment.

The ABLE Executive Committee meets at noon on the second Wednesday of each month. The general membership meeting is held at noon on the third Wednesday of each month. Standing and special committees meet at the convenience of participating members. These committees include the following:

- The Membership Committee is responsible for welcoming and enrolling new members and employees.
- The Professional Development Committee keeps ABLE members informed about beneficial classes and workshops. This committee also develops workshops and organizes technical presentations for ABLE members.
- The Education Committee is responsible for student outreach activities and student-employee scholarships.
- The Special Programs Committee helps to organize special activities, including Black History Month, the Martin Luther King, Jr., Celebration, Kwaanza, Juneteenth, and the African American Science, Technology, and Administrative Awards presentation.
- The Laboratory Relations Committee is responsible for assisting Laboratory management with diversity issues, informing management about issues that concern ABLE's members, assisting management in recruiting black professionals, and serving as a liaison on Laboratory committees.
- The Communications Committee is responsible for ABLE's newsletter.
- The Finance Committee is responsible for the financial activities of ABLE.

1995 Goals

We will continue to work with the Laboratory and local communities by continuing to build and develop those programs that were successful.

Achievements and Activities

January	We assisted in the development and presentation of the Laboratory's recognition of Martin Luther King, Jr.'s achievements.
February	For the observance of Black History Month, we sponsored several guest speakers. In addition, we hosted students from Oakland Technical and McClymonds High School to meet with laboratory employees and tour the Laboratory.
April	We organized a career fair for high-school students of all races and genders at Edison High School, Stockton, CA.
June	We hosted the annual Juneteenth Barbecue-Celebration and Scholarship Fund Raiser.
July	Our monthly meeting focused on issues regarding LLNL's Diversity Task Force. We also awarded $500 in scholarships to local high-school students.
August	We sponsored a picnic for black college students who were employed for the summer at the Laboratory.
October	We coordinated and sponsored a Laboratory tour for Bay Area high-school students.
December	We co-sponsored the second annual African American Science and Technology career conference with Dean Ashland Brown, University of Pacific. Laboratory professionals of all career disciplines participated in many of the hands-on workshops, career panels, and motivational talks offered to participating students. We ended the year with ABLE's annual Kwanzaa/Christmas Celebration.

LLNL Women's Association

Membership

The LLNL Women's Association (LLLWA) has four officers: President, Vice President, Secretary, and Treasurer. LLLWA has 479 members.

Overview

The LLLWA is an educational discussion and action group concerned with issues of interest to women at the Laboratory. Our six goals support this charter:

- Facilitate educational opportunities for women.
- Emphasize the contributions that women have made to the Laboratory.
- Help further the contributions of women today and tomorrow.
- Collaborate with management to address issues of concern to women.
- Provide an organizational structure for networking.
- Work with others to facilitate diversity in the workplace.

The following committees carry out the goals of the Women's Association:

- The Scholarship Committee has awarded scholarships of $100 to $800, which come from the association's annual dues, private donations, and matching funds of up to $3,000 from the Director's Office.
- The Women's History Month Committee coordinates and presents activities during March to celebrate and increase awareness of the contributions of women to the Laboratory and elsewhere.
- The Advancement of Women Committee is committed to helping the Laboratory fully utilize the talents and contributions of high-potential women employees by developing mentoring programs and removing barriers to women's success.
- The Take Our Daughters to Work Committee coordinates this national activity at the Laboratory.
- The Salary Study Committee provides data to management and LLLWA members to review salaries received by women at LLNL.
- The Job-Sharing Committee facilitates job-share opportunities through discussion and networking for women seeking flexible work schedules and job-share opportunities.
- The Dependent-Care Committee proactively addresses childcare and eldercare issues, looking at financial, job-related, and emotional impacts encountered by care providers.
- The Membership Committee encourages new employees to join LLLWA through membership drive mailings and activities such as the annual New Members Picnic held in July.
- The newly formed Advancement of the Status of Blue-Collar / Crafts Jobs addresses the problems and concerns of women in the trades and blue-collar jobs.

LLLWA meetings are held on the second Thursday of each month, and all employees are welcome to attend.

1995 Goals

We will continue to conduct activities to promote the goals of the Association and expand employee understanding of and commitment to addressing issues that affect women.

Achievements and Activities

In 1994, the LLLWA continued to be involved in a variety of activities such as the organization of a joint coalition of employee associations whose goal is to take advantage of the "Window of Opportunity." The Window of Opportunity Committee will make recommendations to the Director on the appointment of women and minorities to key management committees and positions. In addition, the LLLWA had the opportunity to report to the Director's Selection Committee on their recommendations for the criteria to be used in selecting the next Director.

LLLWA was invited to participate in the development of the Laboratory's employee perception questionnaire. Twelve members of the LLLWA formed a focus group to assist in this effort.

In 1994, topics for the informative monthly meetings included the following:

January "1993 Scholarship Awards Presentation": A total of $5,500 in scholarship and encouragement award money was presented to 19 employees who are pursuing degrees in higher education.

February "Job Sharing: A Realistic Part-Time Alternative": Consultant Linda Marks of New Ways to Work, a company that assists people and their organizations in finding better ways to work together, provided an interesting overview about the implementation and benefits of job sharing.

March Women's History Month: Several activities were scheduled throughout the month beginning with a membership drive and ending with a Women's History Month Fair. Speakers during the month included Dr. Vera Rubin, Astrophysicist; Eileen Vergino, Education Program Manager; and Anne Dettner who set up the bio-assay lab at Lawrence Berkeley Laboratory.

April Take Our Daughters to Work Day: On April 28, more than 800 daughters participated in this event.

May "Women and Diversity": Rosalyn Taylor O'Neale, president and founder of R. Taylor O'Neale Associates, a diversity consulting firm, spoke on the progress of diversity by relating her life experiences and recollections, starting with her grandmother's life to what she anticipated would be her own granddaughter's life.

June "The Laboratory's Mentoring Program": Rita Myers, AADP, discussed the pilot cross-cultural Mentoring Program.

July "Breast Cancer Risks: The Facts May Surprise You": Dr. Patricia Kelly, Director of Medical Genetics and Cancer Risk Counseling at Alta Bates Comprehensive Cancer Center in Oakland, was jointly sponsored by the LLLWA, the AADP Women's Issues Program, and the LLNL Breast Cancer Support Group. She provided statistics and discussed the abundance of generalizations and myths that have surfaced on the topic of breast cancer.

August Membership Drive Picnic: The picnic provided an opportunity for employees to join the association and for members to network. Over 150 members attended the event, and 50 new members joined the association.

September "Salary Study Results of 100 Series Employees": Luisa Hansen and Mary Singleton, co-chairs of the Salary Study Committee, reported on the preliminary results of the 100-series study and gave an update on the ongoing study of the 200 series.

October "Open Enrollment Update": Valerie Gentry, Human Resources Benefits Division, presented benefit changes available during Open Enrollment.

November "Principle-Centered Leadership": Jane Tutko, Human Resources Specialist, previewed an upcoming Laboratory training program entitled "Principle-Centered Leadership," which is based on Stephen Covey's latest best-seller and his previous work, *The 7 Habits of Highly Effective People.*

December "1994 Scholarship Awards Presentation": A total of $7,000 in scholarship awards was presented to 16 employees. This was our largest distribution ever with $3,000 from the AADP and $4,000 from LLLWA.

Lesbian, Gay, and Bisexual Association

Membership

The Lesbian, Gay, and Bisexual Association (LGBA) has four Forum Leaders, a Treasurer, and a Secretary. LGBA has approximately 50 members.

Overview

The LGBA was formed in 1994 and is a support and action group concerned with issues of interest to lesbian, gay, bisexual, and transgender employees at the Laboratory. We have established our membership and structure and defined several key goals that will benefit lesbian, gay, bisexual, and transgender employees, the community, and the Laboratory's diversity mission. Our goals are the following:

- Ensure equity and fairness to lesbian, gay, bisexual, and transgender employees with regard to all aspects of employment.
- Provide a resource for Laboratory employees and the community to learn about lesbian, gay, bisexual, and transgender co-workers, family members, and friends through special speakers, meetings, and workshops.
- Collaborate with Laboratory managers and the AADP to address issues of concern for lesbian, gay, bisexual, and transgender employees.
- Provide an organizational structure for networking.

The mission of the LGBA is to provide leadership for the growth, development, and full acceptance and participation of lesbian, gay, bisexual and transgender persons in the workplace. Membership is not limited to persons of any sexual orientation. As part of our outreach efforts, we maintain a collection of educational and motivational resources that are available to employees and to the community.

The LGBA Executive Committee meets at noon on the Tuesday before the first Wednesday of each month. The general membership meeting is held at noon on the first Wednesday of each month. Standing and special committees meet at the convenience of participating members.

The following committees carry out the goals of the LGBA:

- The Executive Committee provides leadership.
- The Membership Committee encourages employees to join the association.
- The Outreach Committee collaborates with the AADP and Human Resources to enhance diversity education and awareness.
- The UC-LGBA Committee collaborates with the University of California LGB associations and informs the LLNL LGBA of actions and activities.
- The Social Committee encourages employee networking.

1995 Goals

LGBA will continue to support the Laboratory's efforts to encourage employees to value diversity. We will continue to conduct activities to promote our goals and expand employee understanding of and commitment to addressing issues that affect lesbians, gays, bisexuals, and transgenders. We will also continue to support existing employee associations and encourage and help with the formation of other groups to preserve diversity, both at the Laboratory and in the community. Along with other employee associations and Laboratory management, we will continue to work toward fulfilling the Laboratory's vision of becoming the employer of choice for everyone.

We are anticipating several new opportunities in 1995. We will continue to support lesbians, gays, bisexuals, and transgenders through awareness activities, educational support, and employee development. We are discussing forming a scholarship committee. We hope to continue to develop and enhance our working relationship with other LLNL employee associations, the AADP office, the Laboratory's executive management, and other LGB employee associations in the Bay Area. We will also continue to broaden our education, outreach, and cultural activities that made our first year a success.

Achievements and Activities

We fully supported the Director's goal to make the Laboratory the employer of choice for all members of society. The Executive Committee met with the Associate Director for Equal Employment Opportunity to offer LGBA's support in alignment with LLNL's mission and to discuss diversity issues. LGBA members collaborated with and contributed to diversity training programs in various directorates. LGBA members also participated in and contributed to several committees and programs sponsored by the AADP, including the Diversity Training Advisory Committee, Window of Opportunity Committee, Employee Efficacy Committee, Chairs of Employee Associations, and Dialogue Groups.

On September 29, we hosted a panel discussion presented by Parents and Friends of Lesbians and Gays (PFLAG). Four PFLAG members spoke and answered questions on the topic of "Understanding Gay Family Members, Friends, and Co-Workers." The session was videotaped, and the tape will be available for diversity education.

We continued supporting lesbian, gay, bisexual, and transgender employees; arranged a series of guest speakers; and organized social events. We also collaborated with the LGB Association at Lawrence Berkeley Laboratory, and we assisted in forming similar associations at Sandia National Laboratory, Livermore and NASA, Ames.

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Individuals with Disabilities and Covered Veterans

Individuals with Disabilities, and Vietnam-Era and Special Disabled Veterans

The goal in adopting this Affirmative Action Plan (AAP) is to increase the employment of qualified individuals with disabilities and Vietnam-era veterans and special disabled veterans in all job classifications and at all levels at the Laboratory. The Laboratory is committed to taking positive, business-oriented action that will contribute to the spirit and intent of federal, state, and local legislation; government regulations; executive orders; and University and Laboratory policy by providing affirmative action and equal employment opportunity to individuals with disabilities, special disabled veterans, and Vietnam-era veterans.

Policy and Commitment [41 CFR § 60-741.1; -250.1]

The Laboratory is committed to a discrimination-free workplace; it neither condones nor tolerates practices that discriminate against any person employed or seeking employment on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental disability, medical condition (cancer-related, as defined in Section 12935 of the California Government Code), status as a Vietnam-era or special disabled veteran, or within the limits imposed by law or University policy on the basis of age or citizenship.

The goal of the Laboratory's Affirmative Action and Diversity Program (AADP) is to have a workforce that includes qualified disabled individuals, Vietnam-era veterans, and special disabled veterans. To this end, the Laboratory plans and carries out actions to increase the participation of representatives from these groups at all levels within each job group.

The Director of LLNL requires that the spirit as well as the letter of affirmative action/equal employment opportunity (AA/EEO) be carried out to comply with Executive Order 11246 (as amended), applicable parts of Chapter 60 of Title 41 Code of Federal Regulations, Sections 503 and 504 of the Rehabilitation Act of 1973, the 1990 Americans with Disabilities Act (ADA), Section 402 of the Vietnam-Era Veterans Readjustment Assistance Act of 1974, and UC and LLNL policy. The Laboratory's affirmative action policy statement is updated annually and is provided to all employees and members of management.

In keeping with this policy (see Appendix I), LLNL will continue to recruit, hire, train, and promote into all job levels the most qualified person without regard to race, color, religion, marital status, national origin, ancestry, sex, sexual orientaiton, physical or mental handicap, or medical condition (cancer-related). We also will continue to administer all other personnel matters (such as compensation, benefits, transfers, layoffs, company sponsored training, education, tuition assistance and social and recreational programs).

Invitation to Self-Identify [41 CFR § 60-741.5; -250.5]

LLNL invites each employee and applicant for employment to voluntarily identify himself or herself as a disabled individual, special disabled veteran, or veteran of the Vietnam era. As a voluntary action, there is no penalty for those employees who select not to self identify. Notices are routinely sent to employees to provide them with every opportunity to identify themselves and articles describing how they can do this have been placed periodically in *Newsline*. In addition, each year the Laboratory provides each employee with a printed profile of all information maintained on him or her in the Human Resources data base with instructions on how to make corrections, including identification as a disabled employee or covered veteran.

Dissemination of Policy [41 CFR § 60-741.6(f),(g); -250.6(f),(g)]

Internal

The Laboratory uses the following methods to disseminate information and develop an understanding among its employees and management about its affirmative action and nondiscrimination policies, programs, and activities.

- Distributes the Director's AA/EEO policy statement annually to all employees.
- Distributes the *Affirmative Action Plan* (AAP) annually to all executives, department managers, and affirmative action coordinators (AACs). The plan is available for review by employees and applicants upon request.

through the AADP and electronically on LLNL's Internal Library server. A summary of the plan is also publicized in appropriate Laboratory publications.
- Makes the AAP and the *Personnel Policies and Procedures Manual* available to employees for review.
- Publicizes the AA/EEO policy statement and activities in Newsline and other LLNL publications.
- Conducts special meetings with executive, management, and supervisory personnel to explain the intent of the AA/EEO policy, the Director's attitude toward the policy, and individual responsibilities for effective implementation of the policy.
- Explains the AA/EEO policy in employee orientation and in supervisory and management-development programs.
- Posts the Laboratory's AA/EEO policy on LLNL bulletin boards. Posters publicize the Laboratory's policy prohibiting employment discrimination, explain the discrimination-complaint procedures, and provide information on external enforcement agencies.
- Publishes articles and pictures covering the Laboratory's AA/EEO programs, progress reports, and promotions of disabled and covered veteran employees, when appropriate, in Laboratory publications.
- Makes current employees aware of the Laboratory's Human Resources (HR) specialists and AACs that are available to provide information briefings, training, and individual counseling to aid employees in understanding and implementing LLNL's AA/EEO policy.
- Includes the AA/EEO policy in the *Internal Transfer Opportunities Bulletin*. The *Bulletin*, published weekly, lists the vacancies at the Laboratory and is available to all LLNL employees.

External

LLNL uses the following methods to disseminate information and develop an understanding in surrounding communities about its affirmative action and nondiscrimination policies, programs, and activities.
- Informs all recruiting sources orally and in writing of LLNL's AA/EEO policy and stipulates that these sources actively recruit and refer disabled individuals, special disabled veterans, or veterans of the Vietnam era for all positions listed.
- Incorporates the LLNL AA/EEO policy in all purchase orders, leases, and contracts covered by Executive Order 11246.
- Notifies community leaders, educational institutions, and organizations serving the disabled, special disabled veterans, or Vietnam-era veterans of LLNL's AA/EEO policy.
- Informs prospective employees of the existence of LLNL's AA/EEO program and of the benefits, if any, which may be available to them under the program.
- Shows both minority and non-minority men and women, employees with disabilities, Vietnam-era veterans, and other covered veterans, in recruiting brochures and in other Laboratory publications.
- Makes presentations to minority, disabled, women's, and veterans' organizations to inform them of LLNL's AA/EEO policy and programs.
- Participates in conventions, job fairs, and career days to communicate LLNL's AA/EEO policy and programs.
- Includes an AA/EEO policy statement in all employment advertising.
- Includes the AA/EEO policy in the *External Opportunities Bulletin.* The *Bulletin,* published weekly, lists all current vacancies and a description of the Laboratory's AA/EEO policy.

Affirmative Action Practices and Procedures

Proper Consideration of Qualifications [41 CFR § 60-741.6(b); -250.6(b)]

The Laboratory periodically reviews its employment procedures. This review ensures careful, thorough, and systematic consideration of the job qualifications of known individuals with disabilities and covered veteran applicants for job vacancies to be filled either by hiring or promotion and for all training opportunities offered or available. If problems in employment practices are identified, they are reviewed and corrective actions are taken to eliminate practices that may have an impact on covered veterans or individuals with disabilities.

Physical and Mental Qualifications [41 CFR § 60-741.6(c); -250.6 c)]

Whenever physical or mental job qualification requirements are applied in the selection of applicants or employees for employment or other changes in employment status, Human Resources employment representatives review these requirements to ensure they are related to the specific job for which the individual is being considered and are consistent with the business necessity and the safe performance of the job.

Job-qualification requirements are reviewed and made available to all members of management involved in the recruitment, screening, selection, and promotion process.

Medical-examination information is kept confidential, except for the exceptions consistent with law and policy.

Reasonable Accommodations [41 CFR § 60-741.6(d), -250.6(d)]

Reasonable accommodation is made to the physical and mental limitations of individuals with disabilities and special disabled veteran applicants and employees, unless accommodation would impose an undue hardship on the conduct of business. Accommodations include but are not limited to the following:

- Modifying the requirements of an assignment to accommodate a disability. Examples of such accommodations have included job restructuring, modification of the work schedules and sites, and the acquisition or modification of equipment or devices to allow the employee to perform the job requirements.
- Modifying buildings, walkways, and grounds to remove physical barriers to the disabled.

  This accommodation is the responsibility of department managers and the Plant Engineering Department and has included:

  —Making entrances and exits of buildings accessible to the disabled, both at the Livermore site and Site 300.

  —Providing signs to identify the location of approved entryways for the physically disabled.

  —Providing parking spaces for the disabled. (All Laboratory parking lots have parking spaces designed and designated for the physically handicapped.)

  —Surveying buildings to determine if facilities are adequate for individuals with disabilities and modifying them if they are not.

  —Reviewing plans for new facilities to ensure that they are designed and built to accommodate disabled persons and special disabled veterans.

In designing new construction, special attention is given to meeting applicable guidelines in order to make the facility or part of the facility readily accessible to and usable by individuals with disabilities. In remodeling existing facilities, special consideration is given, to the greatest extent feasible, to making the altered portion of the facility readily accessible to and usable by individuals with disabilities.

Compensation [41 CFR § 60-741.6(e); -250.6(e)]

LLNL does not reduce the amount of compensation offered to disabled or covered veterans because of any disability income, pension, or other benefit the applicant or employee receives from other sources.

Plan of Action [41 CFR § 60-741.6(i); -250.6(i)]

The Laboratory views its Affirmative Action Plan as a result-oriented program aimed at enhancing the opportunities of qualified individuals with disabilities and covered veterans. The Laboratory recognizes that the ultimate success of this undertaking will be largely the result of its good-faith efforts. Management supports the plan, and management's commitment has been disseminated to all employees, enlisting their adherence to the Laboratory's AA/EEO policy. The substance of the plan to convert commitments to measurable progress is outlined below.

Recruiting

The Laboratory actively seeks qualified disabled persons and covered veterans for existing and future employment. To improve recruitment and increase the flow of qualified disabled and covered veteran applicants, the Laboratory regularly contacts employment referral agencies and specialized placement agencies. The Laboratory's recruitment plan includes college relations, targeted recruitment, and relations with professional organizations to attract a representative pool of qualified applicants for the Laboratory's employment opportunities.

The Laboratory periodically informs primary recruiting sources in writing of its AA/EEO policy and maintains a file of sources notified and acknowledgments received. Recruiting brochures that pictorially represent work situations include disabled workers where possible.

College Relations

College relations include prerecruiting, targeted recruiting, job fairs, and campus activities.

Prerecruiting involves visits to colleges and universities to encourage disabled and covered veterans to enroll in science and engineering curricula and to participate in interviews with the Laboratory's technical recruiters during their campus visits. Technical recruiters target schools having substantial populations of disabled students majoring in science and engineering. Prerecruiters and technical recruiters attend job fairs, career days, and other events at colleges and universities to cultivate and maintain productive, long-term relationships. Prerecruiters and technical recruiters participate in campus activities that concentrate on the cultivation of technical, scientific, and academic relationships and collaborative research projects. Campus activities include college and university visits, LLNL-hosted receptions for faculty and students, scholarship awards, technical seminars, and career workshops.

Targeted Recruiting

Targeted recruitment provides a diversified pool of qualified applicants for vacancies that are not filled from college recruiting interviews. It includes participation in job fairs and federally funded training centers. It also involves the placement of employment ads in publications directed at individuals with disabilities and veterans.

Professional Organizations

The Laboratory establishes and maintains professional relationships with community organizations, community leaders, and professional societies. The Laboratory sponsors membership in national and local minority, disabled, veterans, affirmative action, and human-resources organizations and associations, and scientific societies. In addition, we seek advice to augment services to these populations.

Employment and Selection

All employees engaged in making hiring and selection decisions are trained to ensure nondiscrimination in decision making. Employment decisions are reviewed periodically to monitor results. Any test used in the Laboratory's selection process is related to the specific job for which it is used.

Promotions

Employees with disabilities and covered veterans are given equal access to all developmental training designed to enhance an employee's ability to assume positions of greater responsibility.

Training

The Laboratory's educational tuition-aid program is made available to all employees who wish to enhance their opportunities at the Laboratory by supplementing their education.

Records

Records of individual personnel actions and complaints regarding covered disabled Vietnam-era and special covered veterans applicants and employees are maintained for at least one year.

Military Records

Only that portion of a covered veteran's military records, including discharge papers, that is relevant to the specific job qualifications for which the veteran is being considered is to be utilized in determining his or her qualifications.

Awareness Programs

The Laboratory promotes awareness of the value of a diversified workforce through dissemination of information concerning AA/EEO laws and policies. This information, in part, helps generate understanding of employment issues affecting minorities, women, disabled individuals, and veterans. To carry out this responsibility, the Laboratory uses *Newsline* (semiweekly) to publicize noteworthy activities, provide education, and recognize the contributions of employees. The Laboratory's *Personnel Policies and Procedures Manual* also communicates AA/EEO policies and procedures directly to each employee.

Efforts will continue to expand the awareness of managers, supervisors, employees, and the community to LLNL's commitment to develop and maintain a representative workforce. Human Resources will take appropriate actions to enhance the Laboratory's relationship with the community; educate and train managers, supervisors, and employees and keep up-to-date; recognize and support AACs, the coordinator of services for the disabled, and others who make valuable contributions to the AAP and programs; and contribute to the effective recruitment of minorities, women, disabled persons, and Vietnam-era and special disabled veterans.

Disabilities Services Program

Overview

The purpose of the Disabilities Services Program (DSP) is to ensure equal access and opportunity for LLNL employees and applicants with disabilities as required by the Rehabilitation Act of 1973, Section 503 and the Americans with Disabilities Act. The activities recommended in these laws and integrated into the DSP are: recruiting and actively participating in job development programs for people with disabilities; establishing community outreach and education; educating internal employees and managers; advising on issues affecting Lab policies; providing reasonable accommodation review and funding; and ensuring safety and security procedures that include and protect employees with disabilities. The DSP coordinator reports to Tommy E. Smith, Deputy Associate Director for Affirmative Action and Diversity. The coordinator also chairs the Accommodations Review Board (ARB). The purpose of the ARB is to provide funding assistance to departments at LLNL in their efforts to provide accommodations to employees with disabilities. The ARB reviews accommodations requests to ensure that all options are considered and the most reasonable and effective accommodation is provided. The DSP Coordinator position was established to increase support services for employees and applicants with disabilities and is responsible for the following:

- Designing and teaching training courses, workshops, and briefings pertaining to people with disabilities and related issues; also, teaching sign-language classes for LLNL employees.
- Providing informal complaint resolution guidance, ranging from simple misunderstandings to formal grievance proceedings.
- Evaluating workstations to provide accommodation assessment. Assisting in job reassignment or restructuring as an accommodation.
- Conducting outreach activities, such as recruiting, participation in external educational and professional organizations, and job development agencies.
- Advocating for employees with disabilities, providing career counseling, and providing guidance for these employees.
- Advising on policy issues with LLNL organizations, such as Plant Engineering, Safeguards and Security, Health Services, Human Resources, Travel, Transportation, and Staff Relations.
- Participating in multicultural event planning to ensure involvement of employees with disabilities.
- Providing informational interviews for job applicants with disabilities.
- Acting as a resource on the subject of disabilities and reasonable accommodations for the Laboratory and the local community.
- Providing sign-language interpreting for deaf employees and applicants and overseeing the coordination of contract sign-language interpreting assignments.

1995 Goals

This year, the Disability Services Program will be focusing its efforts on:

- Completion of the site-wide accessibility survey. Building coordinators will be trained in building code requirements of the American with Disabilities Act Accessibility Guidelines. They will be asked to complete a survey providing accessibility information of their facilities. This information will be compiled to establish priority needs for remodeling to improve access to people with disabilities at LLNL.
- Establishing a new contract with an external Sign-Language Interpreting Referral Agency, in order to provide improved institutional access to sign-language interpreting services.
- Updating the Personal Evacuation Plans for all LLNL employees who need assistance during evacuation. These plans have been established but not yet updated.

Achievements and Good-Faith Efforts

Last year DSP identified three goals that it wanted to pursue. The following is an update on their achievement and progress:

- The Biomedical Department offered a summer employment position to a summer student from Gallaudet University; however, she had accepted an offer from another company prior to our offer. This applicant was discovered as the result of the DSP's interaction with Gallaudet University's Experiential Programs off-campus office.
- The AADP hired a person with a disability to work for a one-year temporary assignment in the Finance Department.
- The goal to conduct a site-wide accessibility survey has been postponed to the 1995 calendar year.

In addition, the DSP played an integral role in the following activities:

- Beginning sign-language classes. These are offered each October and May for any badged employee at the Laboratory. Classes meet during the lunch hour, twice a week for 6 weeks.
- Disabilities Awareness Class. A full-day seminar was provided to lab employees to educate them about various aspects of disabilities including laws pertaining to disabilities, accessibility tours, interviewing techniques, and awareness and sensitivity training.
- Disabilities Awareness Week. Each year during October, LLNL invites a guest speaker to give a presentation about disabilities to LLNL employees. In 1993, our guest speaker was Mark Wellman. Mark is a rock climber and outdoors sportsman who has paraplegia and is known for his climbs of El Capitan and Half Dome in Yosemite. On October 12, 1994, our guest speaker was Bill Demby. Bill is a Vietnam veteran who lost his legs below the knee during the war. He plays basketball using his artificial legs in DuPont commercials on television. To their audiences, both of these speakers emphasized the accomplishments that are possible for people with disabilities when they are provided the proper accommodations and opportunities to succeed.
- Various presentations were provided to laboratory departments and divisions on numerous topics regarding disabilities. These included information about general disabilities as well as specific training pertaining to deafness.
- Deaf Awareness Week. Each year during the month of May, LLNL invites guest speakers to do a presentation on deafness for Laboratory employees. On May 17, 1994, Nathie Marbury spoke to our audience about her experiences as a deaf woman and educator. She has encouraged and inspired many of her students to succeed in education and their careers.

A key element in DSP function is that of ensuring equal access and opportunity for LLNL employees. To guarantee that reasonable accommodation review and funding is established towards this end, DSP acted on the following:

- The integration of Telecommunications Devices for the Deaf (TDD) equipment and services into LLNL's Telecommunications Department. This centralization of services provides for quicker servicing of TDD equipment to employees and familiarizes our telephone services personnel with the diversity of clients that they serve at the lab, which includes people with disabilities.
- Partial or full funding by the Accommodations Review Board for:
  - —Conversion of standard drinking fountains to accessible ones in all four cafeterias.
  - —Travel costs for an attendant to accompany an employee on business travel.
  - —Remodeling of a storage closet into an accessible restroom.
  - —Sign-language interpreting services for training courses.
- Assumption of all sign-language interpreting expenses by the AADP, effective December 19, 1994. This institutionalized the cost of this service, thereby eliminating the need for individual departments to bear the cost.
- Coordination and scheduling of over 722 sign-language interpreting assignments (122 of these assignments were performed by the DSP coordinator).

As a part of its community outreach efforts in the greater Tri-Valley area, the DSP provided many services:

- The DSP coordinator teamed with another member of the California Governor's Committee for the Employment of Disabled Persons and provided a half-day

training seminar on Title II of the ADA for the City of Livermore.
- Our program assisted local businesses and organizations such as Bank of America, the Tri-Valley Haven for Women, and Sandia Laboratory by providing advice and consultation on ADA and disability issues.
- We gave assistance and information to the California School for the Deaf in Fremont and Jacobson Elementary in Tracy.
- We made arrangements for the Special Education classes at Johansen High School in Modesto and Livermore High School in Livermore to visit and tour LLNL.

The DSP coordinator co-chaired the Mt. Diablo Regional Mayors' Committee for the Employment of People with Disabilities. The coordinator held membership on the California Governor's Committee for the Employment of Disabled People, sponsored by the Employment Development Department of the State of California. The Committee's goal is to increase employment opportunities for people with disabilities in California. In addition the DSP coordinator is a member of its employer's subcommittee and acts as the liaison to Region V local communities.

We participated in the annual Leadership Forum in Sacramento for outstanding disabled high-school students from California, which is sponsored by the Governor's Committee. During this week, a youth leadership forum provided an opportunity for LLNL to identify prospective employees and for students to learn about LLNL.

In recruiting and outreach, the DSP coordinator works in many areas that are designed for applicants with disabilities. Last year, these areas included:
- Attending a job fair at the California School for the Deaf in Fremont. Two LLNL supervisors of deaf employees were featured in a panel discussion designed to educate other employers about the employment and supervision of deaf people.
- Coordinating the distribution of the LLNL *Employment Opportunities Bulletin* to over 20 job development agencies and state employment agencies who focus on employment of people with disabilities.
- Participating as a member of the Mt. Diablo Vocational Services Employers Advisory Committee. This committee of employers from the local area learns about disabilities through educational programs, reviews resumés of applicants, and provides recommendations for improvement of training programs for their clients with disabilities.

The Bay Area Job Developers Consortium awarded LLNL with a certificate of appreciation for our continued support through our contract with AID Employment, recipient of their small employer-of-the-year award. AID Employment contracts with LLNL to provide employees in a variety of jobs including those of custodian, bicycle repairperson, and clerical support.

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Appendixes

Appendix A

Job Groups at LLNL

A Job Group is a collection of jobs that cut across directorate and departmental lines and which have "similar (job) content, wage rates, and (promotional) opportunities," irrespective of department or line progression. The job group is the basic unit for successive affirmative action plan analysis, availability, and goal establishment.

The foundations on which job groups are built are EEO-1 Job Categories, of which there nine: (A) Officials and Managers; (B) Professionals; (C) Technicians; (D) Sales; (E) Office and Clerical; (F) Craft Workers, Skilled; (G) Operatives, semi-skilled; (H) Laborers, unskilled; and (I) Service Workers. Because the Laboratory has no sales function, we modified these groupings to better reflect the LLNL population. LLNL uses the following eight EEO-1 groups or categories:

A	Managers and Supervisors
B	Professionals
C	Technicians
D	Office and Clerical
E	Crafts People
F	Operators
G	Gardeners
H	Service People

The Laboratory has aggregated its job classes into 48 groups of jobs that have similar responsibilities and skills, similar wage and salary structures, and similar feeder jobs. A two-letter code (e.g., AA, AB,...HC) is assigned to each job class group.

An example of how the job groups are listed in the Affirmative Action Plan and an explanation of each component follows.

How to read the job group listings.

[a]AA	[b]Management– Scientific
[c]247	Internal
[d]051.3	[e]Fire Chief
.	
.	
.	
.	
390.2	Sr. Supervisor

[a]AA. Job-group code. The first letter designates the Federal Occupational Category, and the second letter designates the group within that category.

[b]Management–Scientific. Title of the job group.

[c]247. Number of employees in this job group at LLNL.

Internal. Geographical (internal, local, national, international) area from which employees are normally recruited.

[d]051.3. Job classification at LLNL.

[e]Fire Chief. Job title at LLNL.

The Laboratory uses these groups to determine employee distribution and utilization for purposes of affirmative-action analyses. Job classes are combined into job groups with a minimum of 50 employees wherever possible. Job classes may appear in more than one job group because employees who are assigned management and supervisory responsibilities do not, with some exceptions, change job class. The actual job group listings for the Laboratory follow.

Job Groups as of January 1, 1995

AA Management - Scientific
247 Internal

051.3	Fire Chief
225.0	Biomedical Scientist
230.0	Environmental Scientist
235.0	Biophysicist
242.0	Chemist
249.0	Engineer
256.0	Mathematician
263.0	Medical Doctor
265.0	Metallurgist
270.0	Physicist
285.0	Computer Scientist / Math Prog.
371.2	Sr. Health and Safety Associate
390.2	Sr. Supervisor

AB Management - Administrative
110 Internal

105.3	Sr. Administrator
105.4	Principal Administrator
143.3	Contract Admin. Specialist
170.0	Director
196.0	Executive Staff Member
197.0	Manager
197.1	Sr. Manager

AC Supervisor - Technical
584 Internal

225.0	Biomedical Scientist
228.0	Biologist
230.0	Environmental Scientist
235.0	Biophysicist
242.0	Chemist
249.0	Engineer
256.0	Mathematician
265.0	Metallurgist
270.0	Physicist
285.0	Computer Scientist / Math Prog.
302.2	Sr. Scientific Associate
334.1	Engineering Design Associate
337.1	Engineering Technical Associate
338.1	Engineering / Scientific Coordinator
339.2	Sr. Engineering Associate
347.1	Facility Associate
371.2	Sr. Health and Safety Associate
390.1	Supervisor
390.2	Sr. Supervisor
391.1	Superintendent
391.2	Sr. Superintendent
504.2	Technologist - C / MS
525.2	Computer Support Technologist
526.3	Sr. Computer Oper. Technologist
538.3	Sr. Technical Coordinator
571.2	Health & Safety Technologist
582.4	Photographic Specialist
651.2	Fire Lieutenant

AD Supervisor–Clerical
163 Internal

103.1	Sr. Executive Secretary
105.1	Associate Administrator
105.2	Administrator
105.3	Sr. Administrator
105.4	Principal Administrator
405.4	Administrative Specialist IV
435.4	Word-Processing Supervisor / Coordinator

AE Supervisor–Nonclerical
78 Internal

051.2	Asst. Fire Chief
112.3	Principal Human Resources Specialist
123.1	Tech. Publications Specialist
123.2	Sr. Tech. Publications Specialist
124.3	Principal Public Info. Officer
126.2	Sr. Security Administrator
126.3	Principal Security Administrator
136.3	Principal Systems Analyst
142.3	Principal Buyer
142.4	Procurement Specialist
143.2	Sr. Contract Administrator
143.3	Contract Administrator Specialist
151.2	Sr. Accountant
151.3	Principal Accountant
151.4	Accounting Specialist
152.3	Principal Budget Analyst
161.1	Mail Supervisor
162.1	Supply Supervisor
163.1	Supply Specialist
163.2	Sr. Supply Specialist
164.4	Tech. Editor and Writer IV
165.5	Tech. Information Specialist V
196.0	Executive Staff Member
197.0	Manager
651.1	Firefighter

AF Supervisor–Blue Collar
86 Internal

805.4	Laborer, Lead
805.5	Laborer, Supervisor
811.4	Custodian, Lead
811.5	Custodian, Supervisor
812.4	Gardener, Lead
812.5	Gardener, Supervisor
822.4	Air Conditioning Mech., Lead
822.5	Air Conditioning Mech., Supervisor
823.4	Carpenter, Lead
823.5	Carpenter, Supervisor
824.4	Electrician, Lead
824.5	Electrician, Supervisor
825.4	Painter, Lead
825.5	Painter, Supervisor
826.4	Plumber/Fitter, Lead
826.5	Plumber/Fitter, Supervisor
831.4	Vehicle Dispatcher
834.5	Truck Driver, Supervisor
841.5	Vehicle Mechanic Supervisor
842.4	Heavy Equipment Mechanic, Lead
842.5	Heavy Equipment Mechanic, Supervisor
851.4	Welder, Lead
851.5	Welder, Supervisor
852.4	Sheet Metal Worker, Lead
852.5	Sheet Metal Worker, Supervisor
861.4	Rigger, Lead
861.5	Rigger, Supervisor
862.4	Maintenance Mechanic, Lead
862.5	Maintenance Mechanic, Supervisor

AG Supervisor Service
49 Internal

055.2	Protective Services Lieutenant
650.3	Dispatcher, Emergency Communications, Supervisor
651.1	Firefighter
651.2	Fire Lieutenant
651.3	Fire Captain
652.2	Fire Lieutenant
652.3	Fire Captain
653.3	Central Alarm Station (CAS) Supervisor
655.2	Protective Services Sergeant

BA Administrator
604 National

103.1	Sr. Executive Secretary
105.1	Associate Administrator
105.2	Administrator
105.3	Sr. Administrator
105.4	Principal Administrator
112.1	Human Resources Specialist
112.2	Sr. Human Resources Specialist
112.3	Principal Human Resources Specialist
123.1	Tech. Publications Specialist
124.1	Public Information Officer
124.2	Sr. Public Info. Officer
124.3	Principal Public Info. Officer
125.1	Docent
126.1	Security Administrator
126.2	Sr. Security Administrator
126.3	Principal Security Administrator
134.1	Info. Systems Specialist
134.2	Sr. Info. Systems Specialist
136.1	Systems Analyst
136.2	Sr. Systems Analyst
136.3	Principal Systems Analyst
142.1	Buyer
142.2	Sr. Buyer
142.3	Principal Buyer
142.4	Procurement Specialist
143.1	Contract Administrator
143.2	Sr. Contract Administrator
143.3	Contract Administration Specialist
150.1	Resource Analyst
150.2	Sr. Resource Analyst
150.3	Principal Resource Analyst
151.1	Accountant
151.2	Sr. Accountant
151.3	Principal Accountant
151.4	Accounting Specialist
152.1	Budget Analyst
152.2	Sr. Budget Analyst
152.3	Principal Budget Analyst
153.1	Management Analyst
153.2	Sr. Management Analyst
153.3	Principal Management Analyst
163.1	Supply Specialist
163.2	Sr. Supply Specialist
168.1	Patent Advisor I
168.2	Patent Advisor II
168.3	Patent Advisor III
169.1	Classification Advisor I
169.2	Classification Advisor II
169.3	Classification Advisor III
196.0	Executive Staff Member

BB Physicist
542 National

270.0	Physicist

BC Chemist/Metallurgist
181 National

242.0	Chemist
265.0	Metallurgist

BD Life Scientist
33 National

225.0	Biomedical Scientist
235.0	Biophysicist
263.0	Medical Doctor
277.0	Physiologist

BE Computer Scientist
428 National

256.0	Mathematician
285.0	Computer Scientist / Math Prog.

BG Engineer–Mechanical
239 National

249.0	Engineering (acct. 9770-9779)

BH Engineer–Electronics
252 National

249.0	Engineering (acct. 9780-9788)

BJ Engineer–Miscellaneous
236 National

249.0	Engineering (not listed elsewhere)

BK Tech. Info. Editor/Specialist
52 National

164.1	Tech. Editor and Writer I
164.2	Tech. Editor and Writer II
164.3	Tech. Editor and Writer III
164.4	Tech. Editor and Writer IV
165.1	Tech. Information Specialist I
165.2	Tech. Information Specialist II
165.3	Tech. Information Specialist III
165.4	Tech. Information Specialist IV
165.5	Tech. Information Specialist V

BZ Environmental Scientist
55 National

230.0	Environmental Scientist

CA Mechanical Technician
52 National

533.1	Technician–Mechanical
533.2	Technologist–Mechanical

CB Mechanical Tech. Specialist
260 Internal

533.3	Sr. Technologist–Mechanical

CC Electronics Technician
46 National

531.1	Technician–Electronics
531.2	Technologist–Electronics

CD Electronics Tech. Specialist
157 Internal

531.3	Sr. Technologist–Electronics

CE Electronic Fab. Technician
36 Local

532.1	Fab. Technician–Electronics
532.2	Sr. Fab. Tech.–Electronics
532.3	Fab. Tech. Specialist–Electronics

CI Chemical Technician
66 National

504.1	Technician–C / MS
504.2	Technologist–C / MS
504.3	Sr. Technologist–C / MS

CJ Engineering & Science Tech.
116 National

502.1	Scientific Technician
502.2	Scientific Technologist
502.3	Sr. Scientific Technologist
505.1	Hydro Technician–Site 300
505.2	Hydro Technologist–Site 300
505.3	Sr. Hydro Technologist–Site 300
509.1	NTS Sr. Technologist
519.0	Asst. Laboratory Animal Technician Trainee
519.1	Asst. Laboratory Animal Technician
519.2	Laboratory Animal Technician
519.3	Laboratory Animal Technologist
571.0	Health & Safety Technician, Trainee
571.1	Health & Safety Technician
571.2	Health & Safety Technologist
571.3	Sr. Health & Safety Technologist

CL Asst. Tech. Coordinator
89 Internal

538.1	Coordinator
538.2	Technical Coordinator
538.3	Sr. Technical Coordinator
539.1	Engineering/Scientific Assistant

CM Tech-Scientific Coordinator
84 Internal

338.1	Engineering/Scientific Coordinator
347.1	Facility Associate
365.1	Planner/Estimator
365.2	Sr. Planner/Estimator
366.1	Construction Inspection Coordinator
366.2	Sr. Construction Inspection Coordinator
367.1	Plant Facility Maint. Coordinator
367.2	Sr. Plant Facility Maint. Coordinator
368.1	Construction Coordinator
368.2	Sr. Construction Coordinator

CN Technical Associate/Non-Eng.
152 Internal

302.1	Scientific Associate
302.2	Sr. Scientific Associate
304.1	Scientific Associate - C/MS
304.2	Senior Scientific Associate - C/MS
323.2	Sr. Computer Associate
324.1	Computer Programming Associate
325.1	Computer Support Associate
371.1	Health & Safety Associate
371.2	Sr. Health & Safety Associate

CO Drafter/Designer
134 National

334.1	Engineering Design Associate
386.1	Graphics Design Associate
534.1	Drafter
534.2	Design Drafter
534.3	Designer

CP Tech Associate/Eng.
275 Internal

337.1	Eng. Tech. Associate
339.2	Sr. Engineering Associate

CQ Computer Prog. Technician
152 Local

524.1	Computer Programming Technician
524.2	Computer Programming Technologist
524.3	Sr. Comp. Programming Technologist
525.1	Computer Support Technician
525.2	Computer Support Technologist
525.3	Sr. Computer Support Technologist
526.1	Computer Operations Technician
526.2	Computer Operations Technologist
526.3	Sr. Computer Operations Technologist
527.1	Asst. Computer Technician

CS Medical Technologist
5 National

541.1	Occupation Health Nurse-Entr.
541.2	Occupation Health Nurse
541.3	Occupation Health Nurse - Sr.
542.1	Medical Laboratory Technologist

CT Technical Illustrator
52 National

586.1	Graphics Designer
586.2	Graphics Design Specialist
587.1	Technical Illustrator
587.2	Sr. Technical Illustrator
587.3	Technical Illustration Specialist
588.1	Animator
588.2	Sr. Animator
588.3	Animation Specialist

DA Administrative Support I
97 Local

405.1	Admin. Specialist I
405.2	Admin. Specialist II

DB Admin. Support II
511 Internal

405.3	Admin. Specialist III
405.4	Admin. Specialist IV

DC Resource Management Support
44 Local

451.1	Accounting Assistant
451.2	Sr. Accounting Assistant
451.3	Principal Accounting Assistant

DD Info./Computer Service Support
100 Local

422.1	Associate Library Assistant

422.2	Library Assistant
422.3	Sr. Library Assistant
422.4	Principal Library Assistant
423.1	Tech. Publications Practitioner
423.2	Sr. Tech. Publications Practitioner
431.1	Communications Attendant
431.2	Sr. Communications Attendant
432.1	Compositor
432.2	Sr. Compositor
433.1	Data Entry Operator
433.2	Sr. Data Entry Operator
433.3	Principal Data Entry Operator
434.1	Information Systems Assistant
434.2	Sr. Information Systems Assistant
434.3	Principal Info. Systems Assistant
435.1	Word Processor Operator
435.2	Sr. Word Processor Operator
435.3	Principal Word Processor Operator
650.0	Dispatcher, Emergency Comm.
653.0	CAS Operator

EA Miscellaneous Crafts
162 Local

821.1	Locksmith I
821.2	Locksmith II
822.1	Air Conditioning Mech. I
822.2	Air Conditioning Mech. II
823.1	Carpenter
824.1	Electrician I
824.2	Electrician II
825.1	Painter
826.1	Plumber/Fitter
841.1	Vehicle Mechanic
841.4	Vehicle Mechanic, Lead
842.1	Heavy Equipment Mechanic
851.1	Welder I
851.2	Welder II
852.1	Sheet Metal Worker
861.1	Rigger I
861.2	Rigger II
961.1	Fabrication Assistant I
961.2	Fabrication Assistant II
961.3	Fabrication Assistant III
971.1	Metal Fabricator I
971.2	Metal Fabricator II
971.3	Metal Fabricator III

EC Maintenance Mechanic
44 Local

862.1	Maintenance Mechanic

EJ Machinist
111 Local

981.1	Journeyman Machinist
981.2	Sr. Machinist
981.3	Sr. Machinist II
982.1	Assembly Machinist I
982.2	Assembly Machinist II
982.3	Assembly Machinist III
990.4	Machinist Sub-foreman

EK Assembly Specialist
27 Internal

983.1	Machine Repairer I
983.2	Machine Repairer II
983.3	Machine Repairer III
984.1	Mechanical Inspector I
984.2	Mechanical Inspector II
984.3	Mechanical Inspector III

FD Printer
6 Local

585.1	Print Room Operator
585.2	Sr. Print Room Operator
585.3	Print Room Operator Specialist

FF Warehouse Worker
55 Local

461.1	Mail Carrier
461.2	Sr. Mail Carrier
462.1	Associate Warehouse Worker
462.2	Warehouse Worker
462.3	Sr. Warehouse Worker
462.4	Principal Warehouse Worker

FG Photographic Specialist
33 National

383.1	Film/Television Media Producer
581.0	NTS Photo Application Trainee
581.1	NTS Photo Application Specialist
581.2	Sr. NTS Photo Application Specialist
582.1	Photographic Assistant
582.2	Photographic Technician
582.3	Sr. Photographic Technician
582.4	Photographic Specialist
583.1	Film/T.V. Media Technician
583.2	Sr. Film/T.V. Media Technician
583.3	Film/T.V. Media Specialist
584.1	Printing Equipment Operator
584.2	Sr. Printing Equipment Operator
584.3	Lead Operator - Printing Services

FH Vehicle Driver
27 Local

831.1	Motor Vehicle Driver I
831.2	Motor Vehicle Driver II
833.1	Heavy Equipment Operator
834.1	Truck Driver I
834.2	Truck Driver II

GA Laborer Gardener
37 Local

801.1	Trades Helper
805.1	Laborer I
805.2	Laborer II
812.1	Gardener I
812.2	Gardener II
812.3	Gardener III

HA Firefighters
31 National

651.1	Firefighter

HB Protective Service Officers
138 National

655.1	Protective Services Officer

HC Custodian
66 Local

811.1	Custodian I
811.2	Custodian II

Appendix B

Availability Factors

Availability is an estimate of the percentage of minorities or women available for employment in each job group. The Office of Federal Contract Compliance Programs (OFCCP) requires federal contractors to consider the following eight weighted factors in determining availability:

1A. The percentage of minorities in the population of the labor area surrounding the facility.
2B. The percentage of women among those seeking employment in the labor or recruitment area.
3. Percentage of minorities and women in the total workforce in the immediate labor area.
4. Percentage of minorities and women among those having requisite skills in the immediate labor area.
5. Percentage of minorities and women among those having requisite skills in a reasonable recruitment area.
6. Percentage of minorities and women among those promotable or transferable within the facility.
7. Percentage of minorities and women at institutions providing training in requisite skills.
8. Percentage of minorities and women among those at the facility whom the contractor can train in requisite skills.

The Laboratory uses availability estimates to measure the degree to which it utilizes minorities and women in its employment. Information regarding the data and calculations used to arrive at availability estimates can be furnished by the Affirmative Action and Diversity Program.

LLNL 1994 Workforce Utilization by Job Group

Job Grp.	Job Title	Total Pop.	Women			Composite Minority			Black			Asian			American Indian			Hispanic		
			Pop.	% Av.*	% Ut.**	Pop.	% Av.	% Ut.	Pop.	% Av.	% Ut.	Pop.	% Av.	% Ut.	Pop.	% Av.	% Ut.	Pop.	% Av.	% Ut.
AA	Scientific Mgt.	247	19	10.8	75.0	13	11.6	45.4	2	1.4	57.8	7	7.0	40.5	1	0.5	81.0	3	2.7	45.0
AB	Admin. Mgt.	110	40	36.9	98.5	16	15.6	93.2	7	4.6	>100.0	3	2.0	>100.0	1	3.8	23.9	5	5.2	87.4
AC	Supv. Technical	584	63	11.7	93.7	74	11.8	>100.0	14	1.2	>100.0	29	7.4	62.5	5	0.5	>100.0	26	2.7	>100.0
AD	Supv. Clerical	163	149	85.4	>100.0	36	20.4	>100.0	4	5.7	43.1	5	4.2	73.0	7	1.9	>100.0	20	8.6	>100.0
AE	Supv. Noncler.	78	27	67.9	51.0	19	17.5	>100.0	7	5.2	>100.0	5	5.5	>100.0	3	1.7	>100.0	4	5.1	100.0
AF	Supv. Blue Clr.	86	3	5.3	65.8	12	25.7	54.3	2	4.4	52.9	0	5.3	0.0	1	0.9	>100.0	9	15.1	69.3
AG	Supv. Service	49	7	13.5	>100.0	10	33.6	60.7	5	18.3	55.8	1	1.9	>100.0	2	1.9	>100.0	2	11.5	35.5
BA	Adminstrator	604	409	57.2	>100.0	121	22.4	88.7	31	5.2	98.7	36	7.2	81.8	12	1.1	>100.0	42	8.9	78.1
BB	Physicist	542	38	11	63.7	52	11.2	79.1	7	1.5	86.1	34	6.8	92.7	1	0.4	46.1	10	2.5	73.8
BC	Chem./Metal.	181	48	26.5	100.1	27	19.9	88.8	7	3.7	>100.0	12	11.6	57.0	1	0.3	>100.0	7	4.3	89.9
BD	Life Scientist	33	20	40.2	>100.0	6	18.6	97.8	0	2.9	0.0	6	10.5	>100.0	0	0.3	0.0	0	4.9	0.0
BE	Comp. Sci.	428	127	29.6	98.7	59	19.9	68.1	7	4.7	34.8	43	11.5	85.3	1	0.4	58.4	8	3.3	56.6
BG	Eng. Mech.	239	23	5.7	>100.0	44	16.0	>100.0	7	2	>100.0	30	10.7	>100.0	3	0.2	>100.0	4	3.1	54.0
BH	Eng. Elec.	252	19	10	75.4	36	17.9	79.8	7	2.7	>100.0	21	11.7	71.2	0	0.3	0.0	8	3.2	99.2
BJ	Eng. Misc.	236	22	8.5	>100.0	52	18.9	>100.0	6	2.7	>100.0	37	12.0	>100.0	3	0.3	>100.0	6	3.9	65.2
BK	Tech. Ed./Spec.	52	29	39.6	>100.0	6	9.3	>100.0	1	3.6	53.4	4	3.0	>75.0	1	0.4	>100.0	0	2.3	0.0
BZ	Env. Scientist	55	23	17.1	>100.0	5	6.9	>100.0	2	0.9	>100.0	2	2.6	>100.0	0	0.2	>100.0	1	3.2	56.8
CA	Mech. Tech.	52	8	10.1	>100.0	12	22.9	>100.0	5	1.1	>100.0	2	6.0	64.1	2	1.2	>100.0	3	14.6	39.5
CB	Mech. Tech. Spec.	260	15	13	44.4	37	23.4	60.8	10	9.6	40.1	8	2.8	>100.0	3	1.8	64.1	16	9.2	66.9
CC	Elec. Tech.	46	8	14.5	>100.0	12	32.7	79.8	4	6.9	126.0	3	16.3	40.0	1	0.7	>100.0	4	8.8	98.8
CD	Elec. Tech. Spec.	157	3	9.3	20.5	25	25.6	62.2	6	11.6	32.9	7	7.0	63.7	1	0.0	avail 0	11	7.0	100.1
CE	Elec. Fab. Tech.	36	13	18.7	>100.0	9	37.1	67.4	2	5.0	>100.0	3	19.4	43.0	1	0.3	>100.0	3	12.4	67.2
CI	Chem. Tech.	66	13	21.4	92.0	17	44.3	58.1	5	9.4	80.6	2	19.2	15.8	4	0.3	>100.0	6	15.4	59.0
CJ	Eng. & Sci Tech.	116	39	55.9	60.1	20	35.7	48.3	5	7.8	55.3	3	13.8	18.7	3	0.4	>100.0	9	13.7	56.6
CL	Asst. Tech. Coord.	89	29	47.1	69.2	15	18.0	93.5	1	4.0	28.1	2	4.0	56.2	0	1.2	0.0	12	8.8	>100.0
CM	Tech.-Sci. Coord.	84	6	31.9	21.4	12	18.7	76.4	4	3.3	>100.0	1	1.1	>100.0	3	0.0	avail 0	4	14.3	33.3
CN	Tech. Assoc./Non-Eng.	152	44	35.7	77.4	21	20.2	67.7	3	1.6	>100.0	8	6.2	88.8	2	3.1	42.4	8	9.3	56.6
CO	Drafter/Designer	134	15	40.4	27.7	30	26.6	84.2	7	4.9	>100.0	14	12.7	82.3	1	0.7	>100.0	8	8.3	71.9
CP	Tech. Assoc./Eng.	275	6	4.1	53.2	23	13.2	63.4	1	3.0	12.1	11	2.5	>100.0	2	1.6	45.5	9	6.1	53.7
CQ	Comp. Prog. Tech.	152	84	31.1	>100.0	42	26.9	>100.0	14	3.5	>100.0	11	17.6	41.1	2	0.2	>100.0	15	5.6	>100.0
CS	Med. Tech.	5	4	89.2	89.7	2	31.5	>100.0	1	10.1	>100.0	1	14.0	>100.0	0	0.5	>100.0	0	6.9	0.0
CT	Tech. Illustrator	52	21	35.1	>100.0	15	33.2	86.9	4	3.4	>100.0	4	19.7	39.0	3	0.5	>100.0	4	9.6	80.1
DA	Admin. Spec. I	97	97	92.9	>100.0	33	28.2	>100.0	9	7.9	>100.0	8	7.4	>100.0	1	0.7	147.3	14	12.2	>100.0
DB	Admin Spec. II	511	511	97	>100.0	124	23.9	101.5	20	6.7	58.4	26	3.9	>100.0	13	1.9	>100.0	66	11.4	>100.0
DC	Res. Mgr. Suprt.	42	42	86.3	>100.0	11	28.4	88.0	3	6.4	>100.0	3	11.6	58.8	1	0.6	>100.0	4	9.8	92.8
DD	Comp. Sys. Suprt.	100	92	67.1	>100.0	32	35.8	89.4	16	10.6	>100.0	3	11.3	26.5	3	0.4	>100.0	10	13.5	74.1
EA	Misc. Crafts	162	4	4.5	54.9	28	28.8	60.0	6	4.6	80.5	4	4.9	50.4	2	3.5	35.3	16	15.8	62.5

Job Grp.	Job Title	Total Pop.	Women			Composite Minority			Black			Asian			American Indian			Hispanic		
			Pop.	% Av.	% Ut.	Pop.	% Av.	% Ut.	Pop.	% Av.	% Ut.	Pop.	% Av.	% Ut.	Pop.	% Av.	% Ut.	Pop.	% Av.	% Ut.
EC	Maint. Mech.	44	0	4.5	>100.0	15	28.8	>100.0	4	4.6	>100.0	3	4.9	>100.0	3	3.5	>100.0	5	15.8	71.0
EJ	Machinist	111	4	3.4	>100.0	17	33.5	45.7	2	5.0	36.0	3	11.8	22.9	3	0.5	>100.0	9	16.2	50.1
EK	Assembly Spec.	27	0	6	0.0	5	13.1	>100.0	1	2.4	>100.0	3	1.2	>100.0	0	1.2	0.0	1	8.3	50.0
FD	Printer	6	6	24.1	>100.0	0	32.1	0.0	0	7.2	0.0	0	10.0	0.0	0	0.3	0.0	0	14.6	0.0
FF	Warehouse Worker	55	12	35.7	61.1	14	37.8	67.3	6	8.4	>100.0	1	11.5	15.8	0	0.5	0.0	7	17.4	73.1
FG	Photographic Spec.	33	10	36.7	82.6	13	29.4	>100.0	4	6.6	>100.0	2	9.7	62.5	0	0.6	0.0	7	12.5	>100.0
FH	Vehicle Driver	27	1	8.1	45.7	9	35.2	94.7	3	11.9	93.4	1	5.1	90.0	0	1.0	0.0	5	17.2	>100.0
GA	Laborer Gardener	37	2	20.5	26.4	9	42.7	57.0	0	8.0	0.0	4	6.7	>100.0	1	0.6	>100.0	4	27.4	39.5
HA	Firefighter	31	4	10.3	>100.0	7	27.0	83.6	2	13.1	49.2	0	4.2	0.0	3	1.3	>100.0	2	8.4	76.8
HB	Prot. Srv. Off.	138	15	15.7	69.2	44	42.1	75.7	26	23.2	81.2	5	7.3	49.6	2	0.4	>100.0	11	11.2	71.2
HC	Custodians	66	25	33.8	>100.0	24	47.7	76.2	3	13.6	33.4	6	9.8	92.8	0	0.9	0.0	15	23.4	97.1
	Total population and percent utilized	**7104**	**2199**			**1265**			**293**			**427**			**102**			**443**		

*% Av. - Percentage of Availability (see Appendix B for Availability Factors).

**% Ut. - Percentage of Utilization equals the actual population of protected class job-group population divided by the total population of the job group times the availability factor of that protected class for that job group. When there are more people of a protected class in a job group than are identified as optimal by the percentage of availability, that job group is then at full 100% utilization or more.

Total LLNL Population Utilization by EEO Job Group

Job Grp.	Job Title	Total Pop.	Women		Composite Minority		Black		Asian		American Indian		Hispanic	
			Pop.	% of Pop.	Pop.	% of Pop.	Pop.	% of Pop.	Pop.	% of Pop.	Pop.	% of Pop.	Pop.	% of Pop.
A	Managers & Supervisors	1317	312	23.69	178	13.52	41	3.11	48	3.64	20	1.52	69	5.24
B	Professional	2622	754	28.79	407	15.52	75	2.86	224	8.54	22	0.84	86	3.28
C	Technical	1676	305	18.32	293	17.54	72	4.36	81	4.83	28	1.67	112	6.68
D	Clerical	752	742	98.67	200	26.60	48	6.38	40	5.32	18	2.39	94	12.50
E	Crafts	344	8	2.33	65	18.90	13	3.78	13	3.78	8	2.33	31	9.01
F	Mechanical Operators	121	29	23.97	36	29.75	13	10.74	4	3.31	0	0.00	19	15.70
G	Laborers	37	2	5.41	9	24.32	0	0.00	4	10.81	1	2.70	4	10.81
H	Service	235	44	18.72	75	31.91	31	13.19	11	4.68	5	2.13	28	11.91
	Total Population	**7104**	**2199**	**30.91**	**1265**	**17.80**	**293**	**4.12**	**427**	**6.00**	**102**	**1.43**	**443**	**6.23**

LLNL Workforce Utilization by Directorate

Job Grp.	Job Title	Total Pop.	Women Pop.	Women % Av.	Women % Ut.	Composite Minority Pop.	Composite Minority % Av.	Composite Minority % Ut.	Black Pop.	Black % Av.	Black % Ut.	Asian Pop.	Asian % Av.	Asian % Ut.	American Indian Pop.	American Indian % Av.	American Indian % Ut.	Hispanic Pop.	Hispanic % Av.	Hispanic % Ut.
Biology/Biotechnology Research—A. Carrano																				
AA	Scientific Mgt.	3	1	10.8	>100.0	0	11.6	.0	0	1.4	.0	0	7.0	.0	0	0.5	.0	0	2.7	.0
AC	Supv. Technical	21	5	11.7	>100.0	4	11.8	>100.0	2	1.2	>100.0	1	7.4	>100.0	0	0.5	.0	1	2.7	>100.0
AD	Supv. Clerical	3	3	85.4	>100.0	3	20.4	>100.0	0	5.7	.0	1	4.2	>100.0	0	1.9	.0	2	8.6	>100.0
BA	Adminstrator	4	4	57.2	>100.0	1	22.4	>100.0	0	5.2	.0	0	7.2	.0	0	1.1	.0	1	8.9	>100.0
BD	Life Scientist	22	16	40.2	>100.0	5	18.6	>100.0	0	2.9	.0	5	10.5	>100.0	0	0.3	.0	0	4.9	.0
BJ	Eng. Misc.	1	0	8.5	.0	0	18.9	.0	0	2.7	.0	0	12.0	.0	0	0.3	.0	0	3.9	.0
CJ	Eng. & Sci. Tech.	5	3	55.9	>100.0	0	25.9	.0	0	7.8	.0	0	13.8	.0	0	0.4	.0	0	3.9	.0
CQ	Comp. Prg. Tech.	1	1	31.1	>100.0	0	26.9	.0	0	3.5	.0	0	17.6	.0	0	0.2	.0	0	5.6	.0
DB	Admin. Spec. II	5	5	97.0	>100.0	1	23.9	>100.0	0	6.7	.0	0	3.9	.0	1	1.9	>100.0	0	11.4	.0
	Biology/Biotechnology Research Totals	**65**	**38**			**14**			**2**			**7**			**1**			**4**		
Chemistry and Materials Science—J. Wadsworth																				
AA	Scientific Mgt.	13	2	10.8	>100.0	0	11.6	.0	0	1.4	.0	0	7.0	.0	0	0.5	.0	0	2.7	.0
AB	Admin. Mgt.	1	1	36.9	>100.0	0	15.6	.0	0	4.6	.0	0	2.0	.0	0	3.8	.0	0	5.2	.0
AC	Supv. Technical	16	3	11.7	>100.0	2	11.8	>100.0	1	1.2	>100.0	0	7.4	.0	0	0.5	.0	1	2.7	>100.0
AD	Supv. Clerical	7	7	85.4	>100.0	1	20.4	>100.0	0	5.7	.0	0	4.2	.0	0	1.9	.0	1	8.6	>100.0
BA	Adminstrator	9	7	57.2	>100.0	0	22.4	.0	0	5.2	.0	0	7.2	.0	0	1.1	.0	0	8.9	.0
BB	Physicist	19	1	11.0	47.8	1	11.2	.0	0	1.5	.0	1	6.8	>100.0	0	0.4	.0	0	2.5	.0
BC	Chem./Metal.	105	25	26.5	89.8	21	19.9	>100.0	6	3.7	>100.0	9	11.6	>100.0	0	0.3	.0	6	4.3	>100.0
BJ	Eng. Misc.	34	2	8.5	69.2	7	18.9	>100.0	0	2.7	.0	6	12.0	>100.0	1	0.3	>100.0	0	3.9	.0
CI	Chem. Tech.	19	5	21.4	>100.0	4	44.3	>100.0	0	9.4	.0	1	19.2	>100.0	1	0.3	>100.0	2	15.4	68.4
CJ	Eng. & Sci. Tech.	1	0	55.9	.0	1	35.7	>100.0	0	7.8	.0	0	13.8	.0	1	0.4	>100.0	0	13.7	.0
CL	Asst. Tech. Coord.	1	0	47.1	.0	0	18.0	.0	0	4.0	.0	0	4.0	.0	0	1.2	.0	0	8.8	.0
CM	Tech. Sci. Coord.	2	0	31.9	.0	0	18.7	.0	0	3.3	.0	0	1.1	.0	0	0.0	avail 0	0	14.3	.0
CN	Tech. Sci. Coord.	62	16	35.7	>100.0	10	20.2	>100.0	1	1.6	100.0	4	6.2	>100.0	0	3.1	.0	5	9.3	86.7
DA	Admin. Spec. I	1	1	92.9	>100.0	1	28.2	>100.0	0	7.9	.0	1	7.4	>100.0	0	0.7	.0	0	12.2	.0
DB	Admin. Spec. II	16	16	97.0	>100.0	2	23.9	>100.0	0	6.7	.0	0	3.9	.0	1	1.9	>100.0	1	11.4	54.8
DD	Comp. Sys. Suprt.	1	1	67.1	>100.0	1	35.8	>100.0	1	10.6	>100.0	0	11.3	.0	0	0.4	.0	0	13.5	.0
	Chemistry and Materials Science Totals	**307**	**87**			**51**			**9**			**22**			**4**			**16**		
Computation Oganization—C. W. McCurdy (Acting)																				
AA	Scientific Mgt.	24	3	10.8	>100.0	2	11.6	>100.0	0	1.4	.0	1	7.0	59.5	0	0.5	.0	1	2.7	>100.0
AB	Admin. Mgt.	3	1	36.9	90.3	1	15.6	>100.0	1	4.6	>100.0	0	2.0	.0	0	3.8	.0	0	5.2	.0
AC	Supv. Technical	63	17	11.7	>100.0	15	11.8	>100.0	3	1.2	>100.0	8	7.4	>100.0	0	0.5	.0	4	2.7	>100.0
AD	Supv. Clerical	11	11	85.4	>100.0	6	20.4	>100.0	0	5.7	.0	0	4.2	.0	3	1.9	>100.0	3	8.6	>100.0

Job Grp.	Job Title	Total Pop.	Women Pop.	Women % Av.	Women % Ut.	Composite Minority Pop.	Composite Minority % Av.	Composite Minority % Ut.	Black Pop.	Black % Av.	Black % Ut.	Asian Pop.	Asian % Av.	Asian % Ut.	American Indian Pop.	American Indian % Av.	American Indian % Ut.	Hispanic Pop.	Hispanic % Av.	Hispanic % Ut.
Computation Organization (continued)																				
BA	Adminstrator	20	13	57.2	>100.0	2	22.4	>100.0	1	5.2	96.2	0	7.2	.0	0	1.1	.0	1	8.9	56.2
BB	Physicist	7	1	11.0	>100.0	0	11.2	.0	0	1.5	.0	0	6.8	.0	0	0.4	.0	0	2.5	.0
BE	Comp. Sci.	361	101	29.6	94.5	48	19.9	>100.0	4	4.7	23.6	36	11.5	86.7	0	0.4	.0	8	3.3	67.2
BJ	Eng. Misc.	3	0	8.5	.0	1	18.9	>100.0	0	2.7	.0	1	12.0	>100.0	0	0.3	.0	0	3.9	.0
CC	Elec. Tech.	1	0	14.5	.0	0	32.7	.0	0	6.9	.0	0	16.3	.0	0	0.7	.0	0	8.8	.0
CN	Tech. Assoc. / Non-Eng.	30	9	35.7	84.0	4	20.2	>100.0	0	1.6	.0	3	6.2	>100.0	1	3.1	>100.0	0	9.3	.0
CO	Drafter / Designer	1	1	40.4	>100.0	0	26.6	.0	0	4.9	.0	0	12.7	.0	0	0.7	.0	0	8.3	.0
CQ	Comp. Prg. Tech.	105	52	31.1	>100.0	31	26.9	>100.0	13	3.5	>100.0	7	17.6	37.9	1	0.2	>100.0	10	5.6	>100.0
DA	Admin. Spec. I	2	2	92.9	>100.0	1	28.2	>100.0	0	7.9	.0	0	7.4	.0	0	0.7	.0	1	12.2	>100.0
DB	Admin. Spec. II	26	26	97.0	>100.0	6	23.9	>100.0	1	6.7	57.4	1	3.9	98.6	0	1.9	.0	4	11.4	>100.0
FG	Photo Spec.	1	0	36.7	.0	1	29.4	>100.0	1	6.6	>100.0	0	9.7	.0	0	0.6	.0	0	12.5	.0
	Computations Totals	**658**	**237**			**118**			**24**			**57**			**5**			**32**		
Defense Systems and Nuclear Design Technology—G. Miller																				
AA	Scientific Mgt.	25	1	10.8	37.0	1	11.6	.0	0	1.4	.0	1	7.0	>100.0	0	0.5	.0	0	2.7	.0
AB	Admin. Mgt.	2	2	36.9	>100.0	0	15.6	.0	0	4.6	.0	0	2.0	.0	0	3.8	.0	0	5.2	.0
AC	Supv. Technical	27	0	11.7	.0	1	11.8	>100.0	0	1.2	.0	0	7.4	.0	0	0.5	.0	1	2.7	>100.0
AD	Supv. Clerical	12	11	85.4	>100.0	2	20.4	>100.0	1	5.7	>100.0	1	4.2	>100.0	0	1.9	.0	0	8.6	.0
BA	Administrator	20	13	57.2	>100.0	2	22.4	>100.0	1	5.2	96.2	0	7.2	.0	.0	1.1	.0	1	8.9	56.2
BB	Physicist	89	3	11.0	30.6	6	11.2	>100.0	3	1.5	>100.0	0	6.8	.0	0	0.4	.0	3	2.5	>100.0
BC	Chem. / Metal.	4	1	26.5	94.3	0	19.9	.0	0	3.7	.0	0	11.6	.0	0	0.3	.0	0	4.3	.0
BD	Life Scientist	2	1	40.2	>100.0	0	18.6	.0	0	2.9	.0	0	10.5	.0	0	0.3	.0	0	4.9	.0
BE	Comp. Sci.	1	0	29.6	.0	1	19.9	>100.0	0	4.7	.0	1	11.5	>100.0	0	0.4	.0	0	3.3	.0
BJ	Eng. Misc.	10	0	8.5	.0	1	18.9	>100.0	1	2.7	>100.0	0	12.0	.0	0	0.3	.0	0	3.9	.0
CJ	Eng. & Sci. Tech.	12	2	55.9	29.8	2	35.7	>100.0	0	7.8	.0	0	13.8	.0	2	0.4	>100.0	0	13.7	.0
CL	Asst. Tech. Coord.	1	0	47.1	.0	1	18.0	>100.0	0	4.0	.0	0	4.0	.0	0	1.2	.0	1	8.8	>100.0
CM	Tech. Sci. Coord.	1	0	31.9	.0	0	18.7	.0	0	3.3	.0	0	1.1	.0	0	0.0	avail 0	0	14.3	.0
CN	Tech. Assoc. / Non-Eng.	11	1	35.7	25.5	0	20.2	.0	0	1.6	.0	0	6.2	.0	0	3.1	.0	0	9.3	.0
CQ	Comp. Prg. Tech.	1	1	31.1	>100.0	0	26.9	.0	0	3.5	.0	0	17.6	.0	0	0.2	.0	0	5.6	.0
DA	Admin. Spec. I	2	2	92.9	>100.0	0	28.2	.0	0	7.9	.0	0	7.4	.0	0	0.7	.0	0	12.2	.0
DB	Admin. Spec. II	40	40	97.0	>100.0	11	23.9	>100.0	3	6.7	>100.0	1	3.9	>100.0	2	1.9	>100.0	5	11.4	>100.0
DD	Comp. Sys. Suprt.	4	3	67.1	>100.0	3	35.8	>100.0	1	10.6	>100.0	0	11.3	.0	0	0.4	.0	2	13.5	>100.0
	Defense Systems and Nuclear Design Technology Totals	**256**	**78**			**33**			**9**			**7**			**4**			**13**		

Job Grp.	Job Title	Total Pop.	Women Pop.	Women % Av.	Women % Ut.	Composite Minority Pop.	Composite Minority % Av.	Composite Minority % Ut.	Black Pop.	Black % Av.	Black % Ut.	Asian Pop.	Asian % Av.	Asian % Ut.	American Indian Pop.	American Indian % Av.	American Indian % Ut.	Hispanic Pop.	Hispanic % Av.	Hispanic % Ut.
Director's Office, Executive Office, and Deputy of Operations																				
AA	Scientific Mgt.	19	1	10.8	48.7	1	11.6	>100.0	0	1.4	.0	0	7.0	.0	0	0.5	.0	1	2.7	>100.0
AB	Admin. Mgt.	68	19	36.9	75.7	8	15.6	>100.0	4	4.6	>100.0	2	2.0	>100.0	0	3.8	.0	2	5.2	56.6
AC	Supv. Technical	7	0	11.7	.0	0	11.8	.0	0	1.2	.0	0	7.4	.0	0	0.5	.0	0	2.7	.0
AD	Supv. Clerical	44	35	85.4	93.1	7	20.4	>100.0	1	5.7	39.9	0	4.2	.0	2	1.9	>100.0	4	8.6	>100.0
AE	Supv. Noncler.	52	12	67.9	34.0	13	17.5	>100.0	4	5.2	>100.0	2	5.5	69.9	3	1.7	>100.0	4	5.1	>100.0
AF	Supv. Blu. Clr.	4	1	5.3	>100.0	2	25.7	>100.0	1	4.4	>100.0	0	5.3	.0	0	0.9	.0	1	15.1	>100.0
AG	Supv. Service	38	6	13.5	>100.0	9	33.6	>100.0	5	18.3	71.9	1	1.9	>100.0	2	1.9	>100.0	1	11.5	22.9
BA	Adminstrator	376	226	57.2	>100.0	82	22.4	>100.0	22	5.2	>100.0	27	7.2	99.7	7	1.1	>100.0	26	8.9	77.7
BB	Physicist	9	3	11.0	>100.0	1	11.2	>100.0	0	1.5	.0	1	6.8	>100.0	0	0.4	.0	0	2.5	.0
BC	Chem./Metal.	2	1	26.5	>100.0	0	19.9	.0	0	3.7	.0	0	11.6	.0	0	0.3	.0	0	4.3	.0
BD	Life Scientist	1	0	40.2	.0	0	18.6	.0	0	2.9	.0	0	10.5	.0	0	0.3	.0	0	4.9	.0
BE	Comp. Sci.	1	0	29.6	.0	0	19.9	.0	0	4.7	.0	0	11.5	.0	0	0.4	.0	0	3.3	.0
BJ	Eng. Misc.	9	1	8.5	>100.0	1	18.9	>100.0	1	2.7	>100.0	0	12.0	.0	0	0.3	.0	0	3.9	.0
BK	Tech. Ed./Spec.	1	0	39.6	.0	0	9.3	.0	0	3.6	.0	0	3.0	.0	0	0.4	.0	0	2.3	.0
CA	Mech. Tech.	2	0	10.1	.0	0	22.9	.0	0	1.1	.0	0	6.0	.0	0	1.2	.0	0	14.6	.0
CL	Asst. Tech. Coord.	6	1	47.1	>100.0	1	18.0	>100.0	0	4.0	.0	0	4.0	.0	0	1.2	.0	1	8.8	>100.0
CN	Tech. Assoc./Non-Eng.	5	2	35.7	>100.0	1	20.2	>100.0	1	1.6	>100.0	0	6.2	.0	0	3.1	.0	0	9.3	.0
CP	Tech. Assoc./Eng.	3	1	4.1	>100.0	1	13.2	>100.0	1	3.0	>100.0	0	2.5	.0	0	1.6	.0	0	6.1	.0
CQ	Comp. Prg. Tech.	3	2	31.1	>100.0	1	26.9	>100.0	0	3.5	.0	0	17.6	.0	0	0.2	.0	1	5.6	>100.0
DA	Admin. Spec. I	33	33	92.9	>100.0	11	28.2	>100.0	3	7.9	>100.0	5	7.4	>100.0	0	0.7	.0	3	12.2	74.5
DB	Admin. Spec. II	108	108	97.0	>100.0	17	23.9	>100.0	2	6.7	27.6	3	3.9	71.2	2	1.9	97.5	10	11.4	81.2
DC	Res. Mgmt. Suprt.	44	42	86.3	>100.0	13	28.4	>100.0	3	6.4	>100.0	3	11.6	58.8	3	0.6	>100.0	4	9.8	92.8
DD	Comp. Sys. Suprt.	20	16	67.1	>100.0	6	35.8	>100.0	3	10.6	>100.0	0	11.3	.0	1	0.4	>100.0	2	13.5	74.1
EA	Misc. Crafts	11	1	4.5	>100.0	3	28.8	>100.0	0	4.6	.0	1	4.9	>100.0	2	3.5	>100.0	0	15.8	.0
FF	Warehouse Wkr.	53	12	35.7	63.4	13	37.8	>100.0	6	8.4	>100.0	1	11.5	16.4	0	0.5	.0	6	17.4	65.1
FG	Photo Spec.	1	0	36.7	.0	0	29.4	.0	0	6.6	.0	0	9.7	.0	0	0.6	.0	0	12.5	.0
FH	Vehicle Driver	25	1	8.1	49.4	9	35.2	>100.0	3	11.9	100.8	1	5.1	78.4	0	1.0	.0	5	17.2	>100.0
GA	Laborer Gardener	1	0	20.5	.0	0	42.7	.0	0	8.0	.0	0	6.7	.0	0	0.6	.0	0	27.4	.0
HB	Prot. Srv. Officer	138	15	15.7	69.2	44	42.1	.0	26	23.2		5	7.3		2	0.4		11	11.2	
	Director's, Executive, and Deputy Operations Totals	**1084**	**539**			**244**			**86**			**52**			**24**			**82**		

Job Grp.	Job Title	Total Pop.	Women Pop.	Women % Av.	Women % Ut.	Composite Minority Pop.	Composite Minority % Av.	Composite Minority % Ut.	Black Pop.	Black % Av.	Black % Ut.	Asian Pop.	Asian % Av.	Asian % Ut.	American Indian Pop.	American Indian % Av.	American Indian % Ut.	Hispanic Pop.	Hispanic % Av.	Hispanic % Ut.
Energy—D. Baldwin																				
AA	Scientific Mgt.	14	0	10.8	.0	2	11.6	>100.0	0	1.4	.0	2	7.0	>100.0	0	0.5	.0	0	2.7	.0
AC	Supv. Technical	17	2	11.7	100.6	1	11.8	79.5	0	1.2	.0	1	7.4	79.5	0	0.5	.0	0	2.7	.0
AD	Supv. Clerical	13	11	85.4	99.1	3	20.4	>100.0	0	5.7	.0	0	4.2	.0	0	1.9	.0	3	8.6	>100.0
AE	Supv. Noncler.	1	1	67.9	>100.0	1	17.5	>100.0	0	5.2	.0	1	5.5	>100.0	0	1.7	.0	0	5.1	.0
BA	Adminstrator	10	9	57.2	>100.0	3	22.4	>100.0	0	5.2	.0	1	7.2	>100.0	1	1.1	>100.0	1	8.9	>100.0
BB	Physicist	24	1	11.0	37.9	2	11.2	>100.0	0	1.5	.0	2	6.8	>100.0	0	0.4	.0	0	2.5	.0
BJ	Eng. Misc.	8	0	8.5	.0	0	18.9	.0	0	2.7	.0	0	12.0	.0	0	0.3	.0	0	3.9	.0
CL	Asst. Tech. Coord.	1	1	47.1	>100.0	0	18.0	.0	0	4.0	.0	0	4.0	.0	0	1.2	.0	0	8.8	.0
DA	Admin. Spec. I	2	2	92.9	>100.0	0	28.2	.0	0	7.9	.0	0	7.4	.0	0	0.7	.0	0	12.2	.0
DB	Admin. Spec. II	16	16	97.0	>100.0	7	23.9	>100.0	1	6.7	93.3	3	3.9	>100.0	0	1.9	.0	3	11.4	>100.0
	Energy Totals	**106**	**43**	**1**		**19**			**1**			**10**			**1**			**7**		
Engineering —D. Pehrson (Acting)																				
AA	Scientific Mgt.	44	1	10.8	21.0	4	11.6	>100.0	1	1.4	>100.0	1	7.0	32.5	1	0.5	>100.0	1	2.7	84.2
AB	Admin. Mgt.	7	7	36.9	>100.0	3	15.6	>100.0	0	4.6	.0	0	2.0	.0	1	3.8	>100.0	2	5.2	>100.0
AC	Supv. Technical	235	14	11.7	50.9	29	11.8	>100.0	4	1.2	>100.0	12	7.4	69.0	2	0.5	>100.0	11	2.7	>100.0
AD	Supv. Clerical	21	21	85.4	>100.0	4	20.4	>100.0	0	5.7	.0	1	4.2	>100.0	0	1.9	.0	3	8.6	>100.0
AE	Supv. Noncler.	3	2	67.9	98.2	0	17.5	.0	0	5.2	.0	0	5.5	.0	0	1.7	.0	0	5.1	.0
BA	Adminstrator	36	29	57.2	>100.0	4	22.4	>100.0	1	5.2	>100.0	1	7.2	38.6	2	1.1	>100.0	0	8.9	.0
BB	Physicist	18	2	11.0	>100.0	5	11.2	>100.0	0	1.5	.0	5	6.8	>100.0	0	0.4	.0	0	2.5	.0
BC	Chem./Metal.	4	0	26.5	.0	0	19.9	.0	0	3.7	.0	0	11.6	.0	0	0.3	.0	0	4.3	.0
BE	Comp. Sci.	9	4	29.6	>100.0	0	19.9	.0	0	4.7	.0	0	11.5	.0	0	0.4	.0	0	3.3	.0
BG	Eng. Mech.	239	23	5.7	>100.0	44	16.0	>100.0	7	2.0	>100.0	30	10.7	>100.0	3	0.2	>100.0	4	3.1	54.0
BH	Eng. Elec.	252	19	10.0	75.4	36	17.9	>100.0	7	2.7	>100.0	21	11.7	71.2	0	0.3	.0	8	3.2	99.2
BJ	Eng. Misc.	6	0	8.5	.0	0	18.9	.0	0	2.7	.0	0	12.0	.0	0	0.3	.0	0	3.9	.0
BK	Tech. Ed./Spec.	2	2	39.6	>100.0	0	9.3	.0	0	3.6	.0	0	3.0	.0	0	0.4	.0	0	2.3	.0
BZ	Env. Scientist	1	0	17.1	.0	1	6.9	>100.0	0	0.9	.0	0	2.6	.0	1	0.2	>100.0	0	3.2	.0
CA	Mech. Tech.	44	8	10.1	>100.0	13	22.9	>100.0	5	1.1	>100.0	2	6.0	75.8	3	1.2	>100.0	3	14.6	46.7
CB	Mech. Tech. Spec.	254	14	13.0	42.4	35	23.4	>100.0	10	9.6	41.0	8	2.8	>100.0	1	1.8	>100.0	16	9.2	68.5
CC	Elec. Tech.	45	8	14.5	>100.0	12	32.7	>100.0	4	6.9	>100.0	3	16.3	40.9	1	0.7	>100.0	4	8.8	>100.0
CD	Elec. Tech. . Spec.	157	3	9.3	20.5	25	25.6	>100.0	6	11.6	32.9	7	7.0	63.7	1	0.0	.0	11	7.0	100.1
CE	Elec. Fab. Tech..	36	13	18.7	>100.0	8	37.1	>100.0	2	5.0	>100.0	3	19.4	43.0	0	0.3	.0	3	12.4	67.2
CI	Chem. Tech.	1	0	21.4	.0	0	44.3	.0	0	9.4	.0	0	19.2	.0	0	0.3	.0	0	15.4	.0
CJ	Eng. & Sci. Tech.	19	7	55.9	65.9	3	35.7	>100.0	0	7.8	.0	2	13.8	76.3	0	0.4	.0	1	13.7	38.4
CL	Asst. Tech. Coord.	53	18	47.1	72.1	5	18.0	>100.0	0	4.0	.0	0	4.0	.0	0	1.2	.0	5	8.8	>100.0
CM	Tech. Sci. Coord.	33	3	31.9	28.5	4	18.7	>100.0	1	3.3	91.8	1	1.1	>100.0	0	0.0	.0	2	14.3	42.4

Job Grp.	Job Title	Total Pop.	Women Pop.	Women % Av.	Women % Ut.	Composite Minority Pop.	Composite Minority % Av.	Composite Minority % Ut.	Black Pop.	Black % Av.	Black % Ut.	Asian Pop.	Asian % Av.	Asian % Ut.	American Indian Pop.	American Indian % Av.	American Indian % Ut.	Hispanic Pop.	Hispanic % Av.	Hispanic % Ut.
Engineering (continued)																				
CN	Tech. Assoc. / Non-Eng.	6	0	35.7	.0	0	20.2	.0	0	1.6	.0	0	6.2	.0	0	3.1	.0	0	9.3	.0
CO	Drafter / Designer	122	12	40.4	24.3	26	26.6	>100.0	6	4.9	100.4	11	12.7	71.0	1	0.7	>100.0	8	8.3	79.0
CP	Tech. Assoc. / Eng.	228	0	4.1	.0	15	13.2	>100.0	0	3.0	.0	8	2.5	>100.0	2	1.6	54.8	5	6.1	36.0
CQ	Comp. Prg. Tech.	8	4	31.1	>100.0	1	26.9	71.0	0	3.5	.0	1	17.6	71.0	0	0.2	.0	0	5.6	.0
CT	Tech. Illustrator	1	0	35.1	.0	0	33.2	.0	0	3.4	.0	0	19.7	.0	0	0.5	.0	0	9.6	.0
DA	Admin. Spec. I	20	20	92.9	>100.0	10	28.2	>100.0	5	7.9	>100.0	1	7.4	67.6	0	0.7	.0	4	12.2	>100.0
DB	Admin. Spec. II	108	108	97.0	>100.0	29	23.9	>100.0	3	6.7	41.5	7	3.9	>100.0	3	1.9	>100.0	15	11.4	>100.0
DD	Comp. Sys. Suprt.	1	1	67.1	>100.0	0	35.8	.0	0	10.6	.0	0	11.3	.0	0	0.4	.0	0	13.5	.0
EA	Misc. Crafts	27	0	4.5	.0	5	28.8	67.6	2	4.6	>100.0	0	4.9	.0	0	3.5	.0	3	15.8	70.3
EJ	Machinist	111	4	3.4	>100.0	17	33.5	>100.0	2	5.0	36.0	3	11.8	22.9	3	0.5	>100.0	9	16.2	50.1
EK	Assembly Spec.	27	0	6.0	.0	5	13.1	>100.0	1	2.4	>100.0	3	1.2	>100.0	0	1.2	.0	1	8.3	44.6
FD	Printer	5	5	24.1	>100.0	0	32.1	.0	0	7.2	.0	0	10.0	.0	0	0.3	.0	0	14.6	.0
FH	Vehicle Driver	3	1	8.1	>100.0	0	35.2	.0	0	11.9	.0	0	5.1	.0	0	1.0	.0	0	17.2	.0
	Engineering Totals	**2186**	**353**			**343**			**67**			**132**			**25**			**119**		
Environmental Programs—J. Davis (Acting)																				
AA	Scientific Mgt.	12	0	10.8	.0	1	11.6	>100.0	0	1.4	.0	1	7.0	>100.0	0	0.5	.0	0	2.7	.0
AB	Admin. Mgt.	3	1	36.9	90.3	0	15.6	.0	0	4.6	.0	0	2.0	.0	0	3.8	.0	0	5.2	.0
AC	Supv. Technical	20	3	11.7	>100.0	0	11.8	.0	0	1.2	.0	0	7.4	.0	0	0.5	.0	0	2.7	.0
AD	Supv. Clerical	7	8	85.4	>100.0	1	20.4	>100.0	1	5.7	>100.0	0	4.2	.0	0	1.9	.0	0	8.6	.0
AE	Supv. Noncler.	1	1	67.9	>100.0	0	17.5	.0	0	5.2	.0	0	5.5	.0	0	1.7	.0	0	5.1	.0
BA	Adminstrator	8	8	57.2	>100.0	1	22.4	>100.0	0	5.2	.0	0	7.2	.0	0	1.1	.0	1	8.9	>100.0
BB	Physicist	78	6	11.0	69.9	3	11.2	>100.0	0	1.5	.0	1	6.8	18.9	0	0.4	.0	2	2.5	>100.0
BC	Chem. / Metal.	17	5	26.5	>100.0	6	19.9	>100.0	1	3.7	>100.0	5	11.6	>100.0	0	0.3	.0	0	4.3	.0
BD	Life Scientist	1	0	40.2	.0	0	18.6	.0	0	2.9	.0	0	10.5	.0	0	0.3	.0	0	4.9	.0
BJ	Eng. Misc.	10	0	8.5	.0	3	18.9	>100.0	0	2.7	.0	3	12.0	>100.0	0	0.3	.0	0	3.9	.0
BZ	Env. Scientist	11	4	17.1	>100.0	1	6.9	>100.0	0	0.9	.0	0	2.6	.0	0	0.2	.0	1	3.2	>100.0
CI	Chem. Tech.	1	0	21.4	.0	0	44.3	.0	0	9.4	.0	0	19.2	.0	0	0.3	.0	0	15.4	.0
CJ	Eng. & Sci. Tech.	3	1	55.9	59.6	0	35.7	>100.0	0	7.8	.0	0	13.8	.0	0	0.4	.0	0	13.7	.0
CL	Asst. Tech. Coord.	1	0	47.1	.0	0	18.0	.0	0	4.0	.0	0	4.0	.0	0	1.2	.0	0	8.8	.0
CM	Tech. Sci. Coord.	2	0	31.9	.0	0	18.7	>100.0	0	3.3	.0	0	1.1	.0	0	0.0	avail 0	0	14.3	.0
CN	Tech. Assoc. / Non-Eng.	1	1	35.7	>100.0	0	20.2	.0	0	1.6	.0	0	6.2	.0	0	3.1	.0	0	9.3	.0
CP	Tech. Assoc. / Eng.	1	0	4.1	.0	0	13.2	.0	0	3.0	.0	0	2.5	.0	0	1.6	.0	0	6.1	.0
CQ	Comp. Prg. Tech.	3	3	31.1	>100.0	1	26.9	>100.0	0	3.5	.0	0	17.6	.0	1	0.2	>100.0	0	5.6	.0
DA	Admin. Spec. I	4	4	92.9	>100.0	1	28.2	>100.0	0	7.9	.0	0	7.4	.0	0	0.7	.0	1	12.2	>100.0
DB	Admin. Spec. II	23	23	97.0	>100.0	6	23.9	>100.0	2	6.7	>100.0	1	3.9	>100.0	1	1.9	>100.0	2	11.4	76.3
DD	Comp. Sys. Suprt.	1	1	67.1	>100.0	0	35.8	.0	0	10.6	.0	0	11.3	.0	0	0.4	.0	0	13.5	.0
EA	Misc. Crafts	1	0	4.5	.0	0	28.8	.0	0	4.6	.0	0	4.9	.0	0	3.5	.0	0	15.8	.0
	Environmental Programs Totals	**209**	**69**			**24**			**4**			**11**			**2**			**7**		

Job Grp.	Job Title	Total Pop.	Women Pop.	Women % Av.	Women % Ut.	Composite Minority Pop.	Composite Minority % Av.	Composite Minority % Ut.	Black Pop.	Black % Av.	Black % Ut.	Asian Pop.	Asian % Av.	Asian % Ut.	American Indian Pop.	American Indian % Av.	American Indian % Ut.	Hispanic Pop.	Hispanic % Av.	Hispanic % Ut.
Laser Programs—E. M. Campbell																				
AA	Scientific Mgt.	23	0	10.8	.0	1	11.6	62.1	0	1.4	.0	1	7.0	62.1	0	0.5	.0	0	2.7	.0
AB	Admin. Mgt.	2	2	36.9	>100.0	1	15.6	>100.0	0	4.6	.0	1	2.0	>100.0	0	3.8	.0	0	5.2	.0
AC	Supv. Technical	28	0	11.7	.0	0	11.8	.0	0	1.2	.0	0	7.4	.0	0	0.5	.0	0	2.7	.0
AD	Supv. Clerical	8	8	85.4	>100.0	2	20.4	>100.0	0	5.7	.0	0	4.2	.0	1	1.9	>100.0	1	8.6	>100.0
AE	Supv. Noncler.	1	1	67.9	>100.0	0	17.5	.0	0	5.2	.0	0	5.5	.0	0	1.7	.0	0	5.1	.0
BA	Adminstrator	9	7	57.2	>100.0	1	22.4	>100.0	0	5.2	.0	1	7.2	>100.0	0	1.1	.0	0	8.9	.0
BB	Physicist	83	7	11.0	>100.0	9	11.2	>100.0	1	1.5	80.3	5	6.8	>100.0	1	0.4	>100.0	2	2.5	96.4
BC	Chem./Metal.	5	0	26.5	.0	0	19.9	.0	0	3.7	.0	0	11.6	.0	0	0.3	.0	0	4.3	.0
BJ	Eng. Misc.	11	1	8.5	>100.0	2	18.9	>100.0	0	2.7	.0	1	12.0	75.8	0	0.3	.0	1	3.9	>100.0
DA	Admin. Spec. I	4	4	92.9	>100.0	2	28.2	>100.0	0	7.9	.0	0	7.4	.0	0	0.7	.0	2	12.2	>100.0
DB	Admin. Spec. II	36	36	97.0	>100.0	9	23.9	>100.0	3	6.7	>100.0	1	3.9	71.2	0	1.9	.0	5	11.4	>100.0
DD	Comp. Sys. Suprt.	1	1	67.1		1	35.8	.0	0	10.6		0	11.3		1	0.4		0	13.5	
	Laser Totals	**211**	**67**			**28**			**4**			**10**			**3**			**11**		
NAI—R. Andrews																				
AA	Scientific Mgt.	15	1	10.8	61.7	0	11.6	.0	0	1.4	.0	0	7.0	.0	0	0.5	.0	0	2.7	.0
AC	Supv. Technical	19	3	11.7	>100.0	1	11.8	>100.0	0	1.2	.0	0	7.4	.0	0	0.5	.0	1	2.7	>100.0
AD	Supv. Clerical	8	8	85.4	>100.0	2	20.4	>100.0	1	5.7	>100.0	0	4.2	.0	0	1.9	.0	1	8.6	>100.0
AE	Supv. Noncler.	2	1	67.9	73.6	0	17.5	.0	0	5.2	.0	0	5.5	.0	0	1.7	.0	0	5.1	.0
BA	Adminstrator	11	6	57.2	95.4	2	22.4	>100.0	1	5.2	>100.0	0	7.2	.0	1	1.1	>100.0	0	8.9	.0
BB	Physicist	46	1	11.0	19.8	1	11.2	87.0	0	1.5	.0	0	6.8	.0	0	0.4	.0	1	2.5	87.0
BC	Chem./Metal.	8	3	26.5	>100.0	0	19.9	.0	0	3.7	.0	0	11.6	.0	0	0.3	.0	0	4.3	.0
BE	Comp. Sci.	3	0	29.6	.0	1	19.9	>100.0	0	4.7	.0	0	11.5	.0	1	0.4	>100.0	0	3.3	.0
BJ	Eng. Misc.	16	1	8.5	73.5	2	18.9	>100.0	0	2.7	.0	0	12.0	.0	0	0.3	.0	2	3.9	>100.0
BK	Tech. Ed./Spec.	2	2	39.6	>100.0	0	9.3	.0	0	3.6	.0	0	3.0	.0	0	0.4	.0	0	2.3	.0
CJ	Eng. Sci Tech	1	0	55.9	.0	0	35.7	.0	0	7.8	.0	0	13.8	.0	0	0.4	.0	0	13.7	.0
CL	Asst. Tech. Coord.	3	2	47.1	>100.0	0	18.0	.0	0	4.0	.0	0	4.0	.0	0	1.2	.0	0	8.8	.0
CO	Drafter/Designer	1	0	40.4	.0	0	26.6	.0	0	4.9	.0	0	12.7	.0	0	0.7	.0	0	8.3	.0
CP	Tech. Assoc./Eng.	2	0	4.1	.0	0	13.2	.0	0	3.0	.0	0	2.5	.0	0	1.6	.0	0	6.1	.0
CT	Tech. Illustrator	5	3	35.1	>100.0	2	33.2	>100.0	1	3.4	>100.0	0	19.7	.0	1	0.5	>100.0	0	9.6	.0
DA	Admin. Spec. I	2	2	92.9	>100.0	0	28.2	.0	0	7.9	.0	0	7.4	.0	0	0.7	.0	0	12.2	.0
DB	Admin. Spec. II	32	32	97.0	>100.0	6	23.9	>100.0	1	6.7	>100.0	1	3.9	>100.0	0	1.9	.0	4	11.4	>100.0
DD	Comp. Sys. Suprt.	9	9	67.1	>100.0	3	35.8	>100.0	3	10.6	>100.0	0	11.3	.0	0	0.4	.0	0	13.5	.0
FG	Photo Spec.	3	1	36.7	90.8	1	29.4	>100.0	0	6.6	.0	0	9.7	.0	0	0.6	.0	1	12.5	>100.0
	NAI Totals	**188**	**75**			**21**			**7**			**1**			**3**			**10**		

Job Grp.	Job Title	Total Pop.	Women Pop.	Women % Av.	Women % Ut.	Composite Minority Pop.	Composite Minority % Av.	Composite Minority % Ut.	Black Pop.	Black % Av.	Black % Ut.	Asian Pop.	Asian % Av.	Asian % Ut.	American Indian Pop.	American Indian % Av.	American Indian % Ut.	Hispanic Pop.	Hispanic % Av.	Hispanic % Ut.
Physics and Space Technology—R. Fortner																				
AA	Scientific Mgt.	14	2	10.8	>100.0	0	11.6	.0	0	1.4	.0	0	7.0	.0	0	0.5	.0	0	2.7	.0
AB	Admin. Mgt.	1	0	36.9	.0	0	15.6	.0	0	4.6	.0	0	2.0	.0	0	3.8	.0	0	5.2	.0
AC	Supv. Technical	34	0	11.7	.0	0	11.8	.0	0	1.2	.0	0	7.4	.0	0	0.5	.0	0	2.7	.0
AD	Supv. Clerical	8	8	85.4	>100.0	2	20.4	>100.0	0	5.7	.0	2	4.2	>100.0	0	1.9	.0	0	8.6	.0
BA	Adminstrator	10	10	57.2	>100.0	3	22.4	>100.0	0	5.2	.0	1	7.2	>100.0	0	1.1	.0	2	8.9	>100.0
BB	Physicist	144	8	11.0	50.5	15	11.2	>100.0	3	1.5	>100.0	10	6.8	>100.0	0	0.4	.0	2	2.5	55.6
BC	Chem./Metal.	7	1	26.5	53.9	0	19.9	.0	0	3.7	.0	0	11.6	.0	0	0.3	.0	0	4.3	.0
BE	Comp. Sci.	4	0	29.6	.0	0	19.9	.0	0	4.7	.0	0	11.5	.0	0	0.4	.0	0	3.3	.0
BJ	Eng. Misc.	6	1	8.5	>100.0	1	18.9	>100.0	0	2.7	.0	0	12.0	.0	0	0.3	.0	1	3.9	>100.0
CL	Asst. Tech. Coord.	1	0	47.1	.0	0	18.0	.0	0	4.0	.0	0	4.0	.0	0	1.2	.0	0	8.8	.0
CN	Tech. Assoc./Non-Eng.	4	2	35.7	>100.0	0	20.2	.0	0	1.6	.0	0	6.2	.0	0	3.1	.0	0	9.3	.0
CQ	Comp. Prg. Tech.	1	1	31.1	>100.0	0	26.9	.0	0	3.5	.0	0	17.6	.0	0	0.2	.0	0	5.6	.0
DA	Admin. Spec. I	1	1	92.9	>100.0	0	28.2	.0	0	7.9	.0	0	7.4	.0	0	0.7	.0	0	12.2	.0
DB	Admin. Spec. II	20	20	97.0	>100.0	4	23.9	>100.0	0	6.7	.0	0	3.9	.0	0	1.9	.0	4	11.4	>100.0
DD	Comp. Sys. Suprt.	1	1	67.1	>100.0	0	35.8	.0	0	10.6	.0	0	11.3	.0	0	0.4	.0	0	13.5	.0
	Physics and Space Technology Totals	**256**	**55**			**25**			**3**			**13**			**0**			**9**		
Plant Operations—D. Fisher																				
AA	Scientific Mgt.	41	8	10.8	>100.0	1	11.6	>100.0	1	1.4	>100.0	0	7.0	.0	0	0.5	.0	0	2.7	.0
AB	Admin. Mgt.	23	7	36.9	82.5	3	15.6	>100.0	2	4.6	>100.0	0	2.0	.0	0	3.8	.0	1	5.2	83.6
AC	Supv. Technical	97	17	11.7	>100.0	20	11.8	>100.0	4	1.2	>100.0	6	7.4	83.6	3	0.5	>100.0	7	2.7	>100.0
AD	Supv. Clerical	21	20	85.4	>100.0	4	20.4	>100.0	0	5.7	.0	1	4.2	>100.0	1	1.9	>100.0	2	8.6	>100.0
AE	Supv. Noncler.	18	9	67.9	73.6	5	17.5	>100.0	3	5.2	>100.0	2	5.5	>100.0	0	1.7	.0	0	5.1	.0
AF	Supv. Blue Clr.	82	2	5.3	46.0	10	25.7	>100.0	1	4.4	27.7	0	5.3	.0	1	0.9	>100.0	8	15.1	>100.0
AG	Supv. Service	11	1	13.5	67.3	1	33.6	79.1	0	18.3	.0	0	1.9	.0	0	1.9	.0	1	11.5	79.1
BA	Adminstrator	99	78	57.2	>100.0	19	22.4	>100.0	6	5.2	>100.0	3	7.2	42.1	1	1.1	91.8	9	8.9	>100.0
BB	Physicist	24	5	11.0	>100.0	2	11.2	>100.0	0	1.5	.0	2	6.8	>100.0	0	0.4	.0	0	2.5	.0
BC	Chem./Metal.	29	12	26.5	>100.0	4	19.9	>100.0	0	3.7	.0	3	11.6	89.2	0	0.3	.0	1	4.3	80.2
BD	Life Scientist	8	3	40.2	93.3	1	18.6	>100.0	0	2.9	.0	1	10.5	>100.0	0	0.3	.0	0	4.9	.0
BE	Comp. Sci.	49	20	29.6	>100.0	9	19.9	>100.0	3	4.7	>100.0	6	11.5	>100.0	0	0.4	.0	0	3.3	.0
BJ	Eng. Misc.	122	16	8.5	>100.0	34	18.9	>100.0	5	2.7	>100.0	25	12.0	>100.0	2	0.3	>100.0	2	3.9	42.0
BK	Tech. Ed./Spec.	47	25	39.6	>100.0	6	9.3	>100.0	1	3.6	59.1	4	3.0	>100.0	1	0.4	>100.0	0	2.3	.0
BZ	Env. Scientist	43	19	17.1	>100.0	4	6.9	>100.0	2	0.9	>100.0	2	2.6	>100.0	0	0.2	.0	0	3.2	.0
CA	Mech. Tech.	6	0	10.1	.0	1	22.9	>100.0	0	1.1	.0	0	6.0	.0	1	1.2	>100.0	0	14.6	.0
CB	Mech. Tech. Spec.	6	1	13.0	>100.0	0	23.4	.0	0	9.6	.0	0	2.8	.0	0	1.8	.0	0	9.2	.0
CI	Chem. Tech.	45	8	21.4	83.1	12	44.3	>100.0	5	9.4	>100.0	1	19.2	11.6	2	0.3	>100.0	4	15.4	57.7
CJ	Eng. & Sci. Tech.	75	26	55.9	62.0	14	35.7	>100.0	4	7.8	68.4	1	13.8	9.7	1	0.4	>100.0	8	13.7	77.9
CL	Asst. Tech. Coord.	22	7	47.1	67.6	8	18.0	>100.0	1	4.0	>100.0	2	4.0	>100.0	0	1.2	.0	5	8.8	>100.0

Job Grp.	Job Title	Total Pop.	Women Pop.	Women % Av.	Women % Ut.	Composite Minority Pop.	Composite Minority % Av.	Composite Minority % Ut.	Black Pop.	Black % Av.	Black % Ut.	Asian Pop.	Asian % Av.	Asian % Ut.	American Indian Pop.	American Indian % Av.	American Indian % Ut.	Hispanic Pop.	Hispanic % Av.	Hispanic % Ut.
Plant Operations (continued)																				
CM	Tech.-Sci. Coord.	46	3	31.9	20.4	8	18.7	>100.0	3	3.3	>100.0	0	1.1	.0	3	0.0	avail 0	2	14.3	30.4
CN	Tech. Assoc./Non-Eng.	33	13	35.7	>100.0	7	20.2	>100.0	1	1.6	>100.0	2	6.2	97.8	1	3.1	97.8	3	9.3	97.8
CO	Drafter/Designer	10	2	40.4	49.5	4	26.6	>100.0	1	4.9	>100.0	3	12.7	>100.0	0	0.7	.0	0	8.3	.0
CP	Tech. Assoc./Eng	41	5	4.1	>100.0	7	13.2	>100.0	0	3.0	.0	3	2.5	>100.0	0	1.6	.0	4	6.1	>100.0
CQ	Comp. Prg. Tech.	30	20	31.1	>100.0	9	26.9	>100.0	1	3.5	95.2	3	17.6	56.8	1	0.2	>100.0	4	5.6	>100.0
CS	Med. Tech	5	4	89.2	89.7	2	31.5	>100.0	1	10.1	>100.0	1	14.0	>100.0	0	0.5	.0	0	6.9	.0
CT	Tech. Illustrator	46	18	35.1	>100.0	13	33.2	>100.0	3	3.4	>100.0	4	19.7	44.1	2	0.5	>100.0	4	9.6	90.6
DA	Admin. Spec. I	26	26	92.9	>100.0	6	28.2	>100.0	1	7.9	48.7	2	7.4	>100.0	0	0.7	.0	3	12.2	94.6
DB	Admin. Spec. II	81	81	97.0	>100.0	25	23.9	>100.0	4	6.7	73.7	7	3.9	>100.0	1	1.9	65.0	13	11.4	>100.0
DD	Comp. Sys. Suprt.	62	59	67.1	>100.0	19	35.8	>100.0	8	10.6	>100.0	3	11.3	42.8	2	0.4	>100.0	6	13.5	71.7
EA	Misc. Crafts	123	3	4.5	>100.0	23	28.8	>100.0	4	4.6	70.7	3	4.9	49.8	3	3.5	69.7	13	15.8	66.9
EC	Maint. Mech.	44	0	5.5	.0	12	34.0	>100.0	4	5.7	>100.0	3	7.7	88.5	0	1.4	.0	5	19.2	59.2
FD	Printer	1	1	24.1	>100.0	0	32.1	.0	0	7.2	.0	0	10.0	.0	0	0.3	.0	0	14.6	.0
FF	Warehouse Worker	2	0	35.7	.0	1	37.8	>100.0	0	8.4	.0	0	11.5	.0	0	0.5	.0	1	17.4	>100.0
FG	Photographic Spec.	25	8	36.7	87.2	11	29.4	>100.0	3	6.6	>100.0	2	9.7	82.5	0	0.6	.0	6	12.5	>100.0
FH	Vehicle Driver	2	0	8.1	.0	0	35.2	.0	0	11.9	.0	0	5.1	.0	0	1.0	.0	0	17.2	.0
GA	Laborer Gardener	36	2	20.5	27.1	9	42.7	>100.0	0	8.0	.0	4	6.7	>100.0	1	0.6	>100.0	4	27.4	40.6
HA	Firefighter	31	4	10.3	>100.0	7	27.0	>100.0	2	13.1	49.2	0	4.2	.0	3	1.3	>100.0	2	8.4	76.8
HC	Custodians	66	25	33.8	>100.0	24	47.7	>100.0	3	13.6	33.4	6	9.8	92.8	0	0.9	.0	15	23.4	97.1
	Plant Operations Totals	**1578**	**558**			**345**			**77**			**105**			**30**			**133**		

LLNL Workforce Utilization by Directorate

Summation of Utilization by Directorate	Women Pop.	Women % of Pop.	Composite Minority Pop.	Composite Minority % of Pop.	Black Pop.	Black % of Pop.	Asian Pop.	Asian % of Pop.	American Indian Pop.	American Indian % of Pop.	Hispanic Pop.	Hispanic % of Pop.
	2199	**30.95**	**1265**	**17.80**	**293**	**4.12**	**427**	**6.00**	**102**	**1.44**	**443**	**6.24**

Appendix E

LLNL Population and Underutilization by Job Group

Group	Job Titles	Total Job Pop.	Women	Composite Minority	Black	Asian	American Indian	Hispanic
AA	Management Scientific	247	12	16	1	11	0	4
AB	Management Admin.	110	7	5	0	0	3	2
AC	Supervisor Technical	584	24	18	0	18	0	0
AD	Supervisor Clerical	163	4	9	7	2	0	0
AE	Supervisor Nonclerical	78	27	0	0	0	0	0
AF	Supervisor Blue Collar	86	2	14	3	4	0	7
AG	Supervisor Service	49	0	9	4	0	0	5
BA	Administrator	604	0	25	5	13	0	7
BB	Physicist	542	26	14	2	7	1	4
BC	Chemist/Metallurgist	181	6	7	0	6	0	1
BD	Life Scientist	33	0	1	1	0	0	0
BE	Computer Scientist	428	4	25	13	5	1	6
BG	Engineer Mechanical	239	0	3	0	0	0	3
BH	Engineer Electronics	252	6	9	0	8	1	0
BJ	Engineer Misc.	236	0	6	2	0	0	4
BK	Tech. Info. Editor	52	0	2	1	0	0	1
BZ	Evnvironmental Scientist	55	0	1	0	0	0	1
CA	Mech. Tech.	52	0	5	0	1	0	4
CB	Mech. Tech. Specialist	260	19	25	15	0	2	8
CC	Electronics Tech.	46	0	4	0	4	0	0
CD	Electonics Tech. Spec.	157	12	16	12	4	0	0
CE	Electronics Fab. Tech.	36	0	5	0	4	0	1
CI	Chemical Technician	66	2	17	2	11	0	4
CJ	Engineering Science Tech.	116	28	26	4	15	0	7
CL	Asst. Tech. Coordinator	89	12	5	2	2	1	0
CM	Tech. Scientific Coord.	84	22	8	0	0	0	8
CN	Tech. Associate/Non-Eng.	153	13	8	0	0	2	6
CO	Drafter/Designer	134	39	3	0	0	0	3
CP	Tech. Assoc./Eng.	275	9	23	7	4	3	9
CQ	Computer Prog. Tech.	151	0	14	0	14	0	0
CS	Medical Technologist	5	0	0	0	0	0	0
CT	Technical Illustrator	52	0	6	0	6	0	0
DA	Admin. Support I	97	0	1	0	0	0	1
DB	Admin. Support II	511	0	21	14	4	3	0
DC	Resource Mgmt. Suprt.	44	0	2	0	2	0	0
DD	Info./Computer Serv. Suprt.	100	0	17	5	8	0	4
EA	Crafts	162	4	16	1	4	2	9
EC	Maintenance Mechanic	44	2	1	0	0	0	1
EJ	Machinist	111	0	23	4	10	0	9
EK	Assembly Specialist	27	2	1	0	0	0	1
FD	Printer	6	0	1	0	0	0	1
FF	Warehouse Worker	55	8	8	0	5	0	3
FG	Photographic Specialist	33	1	0	1	1	0	0

Group	Job Titles	Total Job Pop.	Women	Composite Minority	Black	Asian	American Indian	Hispanic
FH	**Vehicle Driver**	27	1	0	0	0	0	0
GA	**Laborer Gardener**	37	5	9	3	0	0	6
HA	**Firefighters**	31	0	4	2	1	0	1
HB	**Proctective Srv. Officers**	138	8	15	6	5	0	4
HC	**Custodians**	66	0	7	6	0	1	0
	Total LLNL population and LLNL underutilization	**7104**	**305**	**464**	**122**	**178**	**20**	**135**

Appendix F

LLNL Population and Underutilization by Directorate (Population based on CY94 beginning data)

Group	Job Title	Total Job Pop.	Women	Composite Minority	Black	Asian	American Indian	Hispanic
Biology/Biotech. Research–A. Carrano								
AA	**Scientific Mgt.**	3	0	0	0	0	0	0
AC	**Supv. Technical**	21	0	1	0	1	0	0
AD	**Supv. Clerical**	3	0	0	0	0	0	0
BA	**Administrator**	4	0	0	0	0	0	0
BD	**Life Scientist**	22	0	0	0	0	0	0
BJ	**Engineer Misc.**	1	0	1	1	0	0	0
CJ	**Eng. & Sci. Tech.**	5	0	0	0	0	0	0
CN	**Tech. Assoc./Non-Eng.**	0	0	2	0	1	0	1
CQ	**Comp. Prog. Tech.**	1	0	0	0	0	0	0
DB	**Admin. Spec. II**	5	0	1	0	0	0	1
	Totals	**65**	**0**	**5**	**1**	**2**	**0**	**2**
Chemistry and Materials Science–J. Wadsworth								
AA	**Scientific Mgt.**	13	0	1	0	1	0	0
AB	**Admin. Mgt.**	1	0	0	0	0	0	0
AC	**Supv. Technical**	16	0	1	0	1	0	0
AD	**Supv. Clerical**	7	0	0	0	0	0	0
BA	**Administrator**	9	0	2	0	1	0	1
BB	**Physicist**	19	1	0	0	0	0	0
BC	**Chem./Metal.**	105	3	3	0	3	0	0
BJ	**Engineer Misc.**	34	1	2	1	0	0	1
CI	**Chem. Tech.**	19	0	6	2	3	0	1
CJ	**Engineer & Sci. Tech.**	1	1	0	0	0	0	0
CL	**Asst. Tech. Coord.**	1	0	0	0	0	0	0
CM	**Tech.-Sci. Coord.**	2	1	0	0	0	0	0
CN	**Tech. Assoc./Non-Eng.**	62	6	3	0	0	2	1
DA	**Admin. Spec. I**	1	0	0	0	0	0	0
DB	**Admin. Spec. II**	16	0	2	1	0	0	1
DD	**Comp. Sys. Suprt.**	1	0	3	3	0	0	0
	Totals	**306**	**13**	**23**	**7**	**9**	**2**	**5**
Computation Organization–C.W. McCurdy (Acting)								
AA	**Scientific Mgt.**	24	0	1	0	0	0	1
AB	**Admin. Mgt.**	3	0	0	0	0	0	0
AC	**Supv. Technical**	63	0	0	0	0	0	0
AD	**Supv. Clerical**	11	0	1	1	0	0	0
BA	**Administrator**	20	0	2	0	2	0	0
BB	**Physicist**	7	0	0	0	0	0	0
BE	**Comp. Sci.**	361	2	22	13	4	1	4

Group	Job Title	Total Job Pop.	Women	Composite Minority	Black	Asian	American Indian	Hispanic
BJ	**Engineer Misc.**	3	0	0	0	0	0	0
CC	**Elec. Tech.**	1	**0**	**0**	**0**	**0**	**0**	**0**
CN	**Tech. Assoc./Non-Eng.**	30	2	3	0	0	0	0
CO	**Drafter/ Designer**	1	0	0	0	0	0	3
CQ	**Comp. Prog. Tech.**	105	0	11	0	11	0	0
DA	**Admin. Spec. I**	2	**0**	**0**	**0**	0	0	0
DB	**Admin. Spec. II**	26	0	1	1	0	0	0
FG	**Photo Spec.**	1	0	0	0	0	0	0
	Totals	**658**	**4**	**41**	**15**	**17**	**1**	**8**
Defense and Nuclear Technology–G. Miller								
AA	**Scientific Mgt.**	25	2	2	0	1	0	1
AB	**Admin. Mgt.**	2	0	0	0	0	0	0
AC	**Supv. Technical**	27	3	2	0	2	0	0
AD	**Supv. Clerical**	12	0	3	1	1	0	1
BA	**Administrator**	12	0	0	0	0	0	0
BB	**Physicist**	89	7	4	1	3	0	0
BC	**Chem./Metal.**	4	0	0	0	0	0	0
BD	**Life Scientist**	2	0	0	0	0	0	0
BE	**Comp. Sci.**	1	0	0	0	0	0	0
BJ	**Engineer Misc.**	10	1	0	0	0	0	0
CJ	**Engineer & Sci Tech.**	12	5	5	1	2	0	2
CL	**Asst. Tech. Coord.**	1	0	0	0	0	0	0
CM	**Tech.-Sci. Coord.**	1	0	0	0	0	0	0
CN	**Tech. Assoc./Non-Eng.**	11	3	2	0	1	0	1
CQ	**Comp. Prog. Tech.**	1	0	0	0	0	0	0
DA	**Admin. Spec. I**	2	0	0	0	0	0	0
DB	**Admin. Spec. II**	40	0	1	0	1	0	0
DD	**Comp. Sys. Suprt.**	4	0	0	0	0	0	0
	Totals	**256**	**21**	**19**	**3**	**11**	**0**	**5**
Director's Office, Executive Office, and Deputy of Operations								
AA	**Scientific Mgt.**	19	1	1	0	1	0	0
AB	**Admin. Mgt.**	68	6	5	1	0	2	2
AC	**Supv. Technical**	7	1	0	0	0	0	0
AD	**Supv. Clerical**	44	4	4	2	1	0	1
AE	**Supv. Nonclerical**	52	24	1	0	1	0	0
AF	**Supv. Blue Collar**	4	0	3	0	0	0	3
AG	**Supv. Service**	38	0	7	2	0	0	5
BA	**Administrator**	376	4	7	2	3	0	2
BB	**Physicist**	9	0	0	0	0	0	0
BC	**Chem./Metal.**	2	0	0	0	0	0	0
BD	**Life Scientist**	1	0	0	0	0	0	0
BE	**Comp. Sci.**	1	0	0	0	0	0	0
BJ	**Engineer Misc.**	9	0	1	0	1	0	0
BK	**Tech. Ed. Spec.**	1	0	0	0	0	0	0
CA	**Mech. Tech.**	2	0	0	0	0	0	0

Group	Job Title	Total Job Pop.	Women	Composite Minority	Black	Asian	American Indian	Hispanic
CL	Asst. Tech. Coord.	6	2	0	0	0	0	0
CN	Tech. Assoc./Non-Eng.	5	0	0	0	0	0	0
CP	Tech. Assoc./Eng.	3	0	0	0	0	0	0
CQ	Comp. Prog. Tech.	3	0	0	0	0	0	0
DA	Admin. Spec. I	33	0	1	0	0	0	1
DB	Admin. Spec. II	108	0	10	5	2	0	3
DC	Res. Mgr. Suprt.	44	0	2	0	2	0	0
DD	Comp. Sys. Suprt.	20	0	4	1	2	0	1
EA	Misc. Crafts	11	0	3	1	0	0	2
FF	Warehouse Worker	53	7	8	0	5	0	3
FG	Photographic Spec.	1	0	0	0	0	0	0
FH	Vehicle Driver	25	1	0	0	0	0	0
GA	Laborer Gardener	1	0	0	0	0	0	0
HB	Prot. Srv. Officer	138	8	15	6	5	0	4
	Totals	**1084**	**58**	**72**	**20**	**23**	**2**	**27**
Energy–D. Baldwin								
AA	Scientific Mgt.	14	1	0	0	0	0	0
AC	Supv. Technical	17	0	0	0	0	0	0
AD	Supv. Clerical	13	0	1	1	0	0	0
AE	Supv. Nonclerical	1	0	0	0	0	0	0
BA	Administrator	10	0	1	1	0	0	0
BB	Physicist	25	2	1	0	0	0	1
BJ	Engineer Misc.	8	1	1	0	1	0	0
CL	Asst. Tech. Coord.	1	0	0	0	0	0	0
DA	Admin. Spec. I	2	0	0	0	0	0	0
DB	Admin. Spec. II	16	0	0	**0**	0	0	0
	Totals	**107**	**4**	**4**	**22**	**1**	**0**	**1**
Engineering–D. Pehrson (Acting)								
AA	Scientific Mgt.	44	4	2	0	2	0	0
AB	Admin. Mgt.	7	0	0	0	0	0	0
AC	Supv. Technical	235	13	5	0	5	0	0
AD	Supv. Clerical	21	0	1	1	0	0	0
AE	Supv. Nonclerical	3	0	0	0	0	0	0
BA	Adminstrator	36	0	6	1	2	0	3
BB	Physicist	18	0	0	0	0	0	0
BC	Chem./Metal.	4	1	0	0	0	0	0
BE	Comp. Sci.	9	0	1	0	1	0	0
BG	Eng. Mech.	239	0	3	0	0	0	3
BH	Engineer Elec.	252	6	9	0	8	1	0
BJ	Engineer Misc.	6	0	1	0	1	0	0
BK	Tech. Ed. Spec.	2	2	0	0	0	0	0
BZ	Env. Scientist	1	0	0	0	0	0	0
CA	Mech. Tech.	44	0	4	0	1	0	3
CB	Mech. Tech. Spec.	254	19	23	14	0	2	7
CC	Elec. Tech.	45	0	4	0	4	0	0

	Group	Total Job Job Title		Composite Pop.	Women	Minority	American Black	Asian
CD	**Elec. Tech. Spec.**	157	12	16	12	4	0	0
CE	**Elec. Fab. Tech.**	36	0	5	0	4	0	1
CI	**Chem. Tech.**	1	0	0	0	0	0	0
CJ	**Engineer & Sci. Tech.**	19	4	4	1	1	0	2
CL	**Asst. Tech. Coord.**	53	7	5	2	2	1	0
CM	**Tech. Sci. Coord.**	33	8	3	0	0	0	3
CN	**Tech. Assoc./Non-Eng.**	6	2	1	0	0	0	1
CO	**Drafter/Designer**	122	37	2	0	0	0	2
CP	**Tech. Assoc./Eng.**	228	9	22	7	4	2	9
CQ	**Comp. Prog. Tech.**	8	0	0	0	0	0	0
CT	**Tech. Illustrator**	1	0	0	0	0	0	0
DA	**Admin. Spec. I**	20	0	0	0	0	0	0
DB	**Admin. Spec. II**	108	0	4	4	0	0	0
DD	**Comp. Sys. Suprt.**	1	0	1	0	0	1	0
EA	**Misc. Crafts**	27	1	2	0	1	0	1
EJ	**Machinist**	111	0	23	4	10	0	9
EK	**Assembly Spec.**	27	2	1	0	0	0	1
FD	**Printer**	5	0	1	0	0	0	1
FG	**Photo Spec.**	3	0	0	0	0	0	0
	Totals	**2186**	**127**	**149**	**46**	**50**	**7**	**46**
Environmental Programs–J. Davis (Acting)								
AA	**Scientific Mgt.**	12	1	0	0	0	0	0
AB	**Admin. Mgt.**	3	0	0	0	0	0	0
AC	**Supv. Technical**	20	0	3	0	2	0	1
AD	**Supv. Clerical**	7	0	1	0	0	0	1
AE	**Supv. Nonclerical**	1	0	0	0	0	0	0
BA	**Administrator**	8	0	0	0	0	0	0
BB	**Physicist**	78	2	0	0	0	0	0
BC	**Chem./Metal.**	17	0	4	1	2	0	1
BD	**Life Scientist**	1	0	0	0	0	0	0
BJ	**Engineer Misc.**	10	1	0	0	0	0	0
BZ	**Env. Scientist**	11	0	0	0	0	0	0
CI	**Chem. Tech.**	1	0	0	0	0	0	0
CJ	**Engineer & Sci. Tech.**	3	1	0	0	0	0	0
CL	**Asst. Tech. Coord.**	1	0	0	0	0	0	0
CM	**Tech. Sci. Coord.**	2	1	0	0	0	0	0
CN	**Tech. Assoc./Non-Eng.**	1	0	0	0	0	0	0
CP	**Tech. Assoc./Eng.**	1	0	0	0	0	0	0
CQ	**Comp. Prog. Tech.**	3	0	1	0	1	0	0
DA	**Admin. Spec. I**	4	0	0	0	0	0	0
DB	**Admin. Spec. II**	23	0	1	0	0	0	1
DD	**Comp. Sys. Suprt.**	1	0	0	0	0	0	0
EA	**Misc. Crafts**	1	0	0	0	0	0	0
	Totals	**209**	**6**	**10**	**1**	**5**	**0**	**4**

Group	Job Title	Total Job Pop.	Women	Composite Minority	Black	Asian	American Indian	Hispanic
Laser Programs–E.M. Campbell								
AA	Scientific Mgt.	23	2	2	0	1	0	1
AB	Admin. Mgt.	2	0	0	0	0	0	0
AC	Supv. Technical	28	3	3	0	2	0	1
AD	Supv. Clerical	8	0	0	0	0	0	0
AE	Supv. Nonclerical	1	0	0	0	0	0	0
BA	Administrator	9	0	0	0	0	0	0
BB	Physicist	83	2	1	0	1	0	0
BC	Chem./Metal.	5	1	0	0	0	0	0
BJ	Engineer Misc.	11	0	0	0	0	0	0
DA	Admin. Spec. I	4	0	0	0	0	0	0
DB	Admin. Spec. II	36	0	1	0	0	1	0
DD	Comp. Sys. Suprt.	1	0	1	0	1	0	0
	Totals	**211**	**8**	**8**	**0**	**5**	**1**	**2**
NAI–R. Andrews								
AA	Scientific Mgt.	15	1	1	0	1	0	0
AC	Supv. Technical	19	0	1	0	1	0	0
AD	Supv. Clerical	8	0	0	0	0	0	0
AE	Supv. Nonclerical	2	0	0	0	0	0	0
BA	Administrator	11	0	2	0	1	0	1
BB	Physicist	46	4	4	1	3	0	0
BC	Chem./Metal.	8	0	0	0	0	0	0
BE	Comp. Sci.	3	1	0	0	0	0	0
BJ	Engineer Misc.	16	0	1	0	1	0	0
BK	Tech. Ed. Spec.	2	0	0	0	0	0	0
CJ	Eng. Sci. Tech.	1	1	2	0	2	0	0
CL	Asst. Tech. Coord.	3	0	0	0	0	0	0
CO	Drafter/Designer	1	0	0	0	0	0	0
CP	Tech. Assoc./Eng.	2	0	0	0	0	0	0
CT	Tech. Illustrator	5	0	1	0	1	0	0
DA	Admin. Spec. I	2	0	0	0	0	0	0
DB	Admin. Spec. II	32	0	2	1	0	1	0
DD	Comp. Sys. Suprt.	9	0	2	0	1	0	1
FG	Photographic Spec.	3	0	0	0	0	0	0
	Totals	**188**	**7**	**16**	**2**	**11**	**1**	**2**
Physics & Space Tech.–R. Fortner								
AA	Scientific Mgt.	14	0	1	0	1	0	0
AB	Admin. Mgt.	1	0	0	0	0	0	0
AC	Supv. Technical	34	4	4	0	3	0	1
AD	Supv. Clerical	8	0	1	0	0	0	1
BA	Administrator	10	0	1	1	0	0	0
BB	Physicist	144	8	3	0	0	1	2
BC	Chem./Metal.	7	1	1	0	1	0	0
BE	Comp. Sci.	4	1	0	0	0	0	0
BJ	Engineer Misc.	6	0	1	0	1	0	0

Group	Job Title	Total Job Pop.	Women	Composite Minority	Black	Asian	American Indian	Hispanic
CL	Asst. Tech. Coord.	1	0	0	0	0	0	0
CN	Tech. Assoc./Non-Eng.	4	0	0	0	0	0	0
CQ	Comp. Prog. Tech.	1	0	0	0	0	0	0
DA	Admin. Spec. I	1	0	0	0	0	0	0
DB	Admin. Spec. II	20	0	2	1	1	0	0
DD	Comp. Sys. Suprt.	1	0	0	0	0	0	0
	Totals	**256**	**14**	**14**	**2**	**7**	**1**	**4**
Plant Operations–D.Fisher								
AA	Scientific Mgt.	41	0	4	0	3	0	1
AB	Admin. Mgt.	23	1	1	0	0	1	0
AC	Supv. Technical	97	0	1	0	1	0	0
AD	Supv. Clerical	21	0	1	1	0	0	0
AE	Supv. Nonclerical	18	3	1	0	0	0	1
AF	Supv. Blue Collar	82	2	11	3	4	0	4
AG	Supv. Service	11	0	2	2	0	0	0
BA	Administrator	99	0	4	0	4	0	0
BB	Physicist	24	0	1	0	0	0	1
BC	Chem./Metal.	29	0	1	1	0	0	0
BD	Life Scientist	8	0	0	0	0	0	0
BE	Comp. Sci.	49	0	2	0	0	0	2
BJ	Engineer Misc.	122	0	3	0	0	0	3
BK	Tech Ed. Spec.	47	0	2	1	0	0	1
BZ	Env. Scientist	43	0	1	0	0	0	1
CA	Mech. Tech.	6	1	1	0	0	0	1
CB	Mech. Tech. Spec.	6	0	2	1	0	0	1
CI	Chem. Tech.	45	2	11	0	8	0	3
CJ	Engineer & Sci. Tech.	75	16	13	2	9	0	2
CL	Asst. Tech. Coord.	22	3	0	0	0	0	0
CM	Tech. Sci. Coord.	46	12	6	0	1	0	5
CN	Tech. Assoc./Non-Eng.	33	0	0	0	0	0	0
CO	Drafter/Designer	10	2	1	0	0	0	1
CP	Tech. Assoc./Eng.	41	0	1	0	0	1	0
CQ	Comp. Prog. Tech.	30	0	3	1	2	0	0
CS	Med. Tech.	5	0	0	0	0	0	0
CT	Tech. Illustrator	46	0	5	0	5	0	0
DA	Admin. Spec. I	26	0	0	0	0	0	0
DB	Admin. Spec. II	81	0	2	1	0	1	0
DD	Comp. Sys. Suprt.	62	0	7	1	4	0	2
EA	Misc. Crafts	123	3	11	0	3	2	6
EC	Maint. Mech.	44	2	5	2	0	0	3
FD	Printer	1	0	0	0	0	0	0
FF	Warehouse Worker	2	1	0	0	0	0	0
FG	Photographic Spec.	25	1	0	0	0	0	0
FH	Vehicle Driver	2	0	0	0	0	0	0

Group	Job Title	Total Job Pop.	Women	Composite Minority	Black	Asian	American Indian	Hispanic
GA	**Laborer Gardener**	36	5	9	3	0	0	6
HA	**Firefighter**	31	0	4	2	1	0	1
HC	**Custodians**	66	0	7	6	0	1	0
	Totals	**1578**	**54**	**123**	**27**	**45**	**6**	**45**

Total Number of employees underutilized

Summation of Directorate Underutilization	Total Job Population	Women	Composite Minority	Black	Asian	American Indian	Hispanic
Note*	**7104**	**316**	**484**	**126**	**186**	**21**	**151**

*Summary of the underutilization numbers by directorate will be greater than a calculation with availabilities of the LLNL workforce underutilitzation.

Appendix G

1995 Affirmative Action Goals for LLNL

Goals based on FY94 9/30/94 population			Projected 1995 Hiring		Women		Total Minorities		Black		Asian		American Indian		Hispanic	
Job Grp.	Job Group Title	Total LLNL Emp.	IN	OUT	Actual Pop.	Goals	Actual Pop.	Goals	Actual Pop.	Goals	Actual Pop.	Goals	Actual Pop.	Goals	Actual Pop.	Goals
AA	Management Scientific	227	8	7	17	1	11	1	1	0	8	1	0	0	2	0
AB	Management Admin.	104	4		37	2	12	0	6	0	3	0	0	0	3	0
AC	Supervisor Technical	569	4	5	47	1	64	0	13	0	21	0	10	0	20	0
AD	Supervisor Clerical	155	10	5	147	0	33	1	3	1	7	0	8	0	15	0
AE	Supervisor Nonclerical	76	0		22	0	13	0	6	0	2	0	3	0	2	0
AF	Supervisor Blue Collar	68	0		2	0	11	0	2	0	0	0	1	0	8	0
AG	Supervisor Service	49	0		7	0	11	0	5	0	1	0	3	0	2	0
BA	Administrator	614	28	6	411	0	136	5	37	0	36	2	13	0	50	3
BB	Physicist	546	6		38	1	50	0	5	0	34	0	1	0	10	0
BC	Chemist /Metallurgist	181	8		46	2	25	1	6	0	11	1	1	0	7	0
BD	Life Scientist	31	2		20	0	6	0	0	0	5	0	0	0	1	0
BE	Computer Scientist	430	18	1	132	0	64	4	8	1	46	2	0	0	10	1
BG	Engineer Mechanical	256	12	10	26	0	45	0	7	0	32	0	1	0	5	0
BH	Engineer Electronics	250	6	0	19	1	37	1	7	0	22	1	0	0	8	0
BJ	Engineer Misc.	237	29	2	28	0	53	1	7	0	38	0	1	0	7	1
BK	Tech. Info. Editor	53	0	1	30	0	8	0	1	0	6	0	1	0	0	0
BZ	Environmental Scientist	55	15		23	0	6	1	2	0	2	0	0	0	1	1
CA	Mech. Tech.	62	0	5	8	0	12	0	6	0	2	0	0	0	4	0
CB	Mech. Tech. Specialist	252	0	10	15	0	35	2	9	1	8	0	2	0	16	1
CC	Electronics Tech.	48	0	2	8	0	15	0	4	0	3	0	4	0	4	0
CD	Electonics Tech. Spec.	158	0	2	3	0	25	1	6	1	7	0	1	0	11	0
CE	Electronics Fab. Tech.	37	0		13	0	8	0	2	0	3	0	1	0	2	0
CI	Chemical Technician	66	4		13	1	14	2	5	0	2	1	1	0	6	1
CJ	Engineering Sci. Tech.	116	8	2	39	5	20	3	4	1	3	1	4	0	9	1
CL	Asst. Tech. Coordinator	89	1	5	26	1	18	0	1	0	2	0	3	0	12	0
CM	Tech. Scientific Coord.	89	4		6	1	10	1	4	0	1	0	0	0	5	1
CN	Tech. Associate/Non-Eng.	150	10		42	4	23	2	4	0	8	1	3	0	8	1
CO	Drafter Designer	136	0	2	16	0	34	0	7	0	16	0	2	0	9	0
CP	Tech. Assoc./Eng.	274	0	4	5	0	23	0	2	0	10	0	1	0	10	0
CQ	Computer Prog. Tech.	155	9		87	0	42	2	14	0	12	2	2	0	14	0
CS	Medical Technologist	5	0		4	0	4	0	1	0	1	0	2	0	0	0
CT	Technical Illustrator	51	0	1	21	0	12	0	4	0	4	0	0	0	4	0
DA	Admin. Support I	107	19	3	107	0	36	1	9	0	7	1	3	0	17	0
DB	Admin. Support II	510	37	18	510	0	115	4	21	3	26	0	2	1	6	0
DC	Resource Mgt. Suprt.	45		4	43	0	21	1	3	0	3	1	11	0	4	0
DD	Comp. Sys. Suprt.	102	5		94	0	29	2	14	0	4	1	1	0	10	1
EA	Crafts	172	18	2	3	1	30	6	6	1	4	1	3	1	17	3
EC	Maintenance Mechanic	46	2		0	0	14	0	4	0	3	0	2	0	5	0
EJ	Machinist	118	0	10	8	0	18	0	2	0	3	0	3	0	10	0
EK	Assembly Specialist	29	0	2	1	0	8	0	1	0	3	0	3	0	1	0
FD	Printer	8	0	1	7	0	0	0	0	0	0	0	0	0	0	0
FF	Warehouse Worker	55	0		12	0	14	0	6	0	1	0	0	0	7	0
FG	Photographic Specialist	35	0		10	0	14	0	4	0	2	0	0	0	8	0

	Goals based on FY94 9/30/94 population		1995 Hiring		Women		Total Minorities		Black		Asian		American Indian		Hispanic	
Job Grp.	Job Group Title	Total LLNL Emp.	IN	OUT	Actual Pop.	Goals	Actual Pop.	Goals	Actual Pop.	Goals	Actual Pop.	Goals	Actual Pop.	Goals	Actual Pop.	Goals
FH	Vehicle Driver	27	0		1	0	9	0	3	0	1	0	0	0	5	0
GA	Laborer Gardener	39	0		2	0	8	0	0	0	4	0	1	0	3	0
HA	Firefighter	31	0		4	0	6	0	2	0	0	0	2	0	2	0
HB	Protective Srv. Officer	141	0		17	0	44	0	26	0	5	0	2	0	11	0
HC	Custodian	70	0		27	0	26	0	4	0	6	0	0	0	16	0
	Totals (end of FY94)†	7124	271	106	2204	21	1271	42	294	9	428	16	102	2	447	15

*Goals - All Goals were calculated based on the projected hires times the availability factor; this number is then rounded up to the nearest whole number

**0 - A zero in the Goals indicates that there is either no need, or there is no anticipated hiring taking place in that Job Group.

†All population numbers for goal setting are based on FY94 year-end population due to the transition from fiscal year to calendar year. LLNL's population has changed significantly between 10/1/94 and 1/1/95.

Appendix H

Equal Employment Opportunity and Affirmative Action Policy

The following is excerpted directly from LLNL's Personnel Polices and Procedures Manual.

Section A—General

II. Nondiscrimination and Affirmative Action

II.1. Nondiscrimination

The Laboratory is committed to a discrimination-free workplace and neither condones nor tolerates practices that discriminate against any person employed or seeking employment on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental handicap, medical condition (cancer-related) as defined in California Government Code Section 12926, status as a Vietnam-era veteran or special disabled veteran, or, within the limits imposed by law or University policy, on the basis of age or citizenship. See Section D.II.4 for Laboratory policy on sexual harassment, and Procedure D.II.4 for sexual harassment complaint resolution procedure.

The goal of Laboratory affirmative action is a workforce at all levels and in all job groups representative of the availability of women and minorities in the relevant labor markets. To this end, the Laboratory plans and carries out actions to increase the participation of women and minorities who are underrepresented in the workforce. The Laboratory also undertakes affirmative action for handicapped individuals, Vietnam-era veterans, and special disabled veterans.

II.2.1. Medical Condition

Medical condition, according to the California Fair Employment and Housing Act, means "health impairment related to or associated with a diagnosis of cancer for which a person has been rehabilitated or cured."

Appendix I

Sexual Harassment and Employee Conduct Policy

The following is excerpted directly from LLNL's Personnel Polices and Procedures Manual.

Section D—Regulations on Employee Conduct

II. Personal Conduct—Policy

Employees are expected to conduct themselves responsibly. Improper conduct or violation of any of the following regulations may be grounds for corrective action (see Section E, Part II) or dismissal (see Section K, Part III). Some violations including, but not limited to, misuse of Laboratory property or funds may result in criminal prosecution.

II.1. Conduct on Laboratory Premises

Conduct such as, but not limited to, the following is improper:

- Striking another employee
- Using threatening or abusive language
- Gambling
- Behaving indecently or immorally
- Being insubordinate to proper authority
- Performing sabotage or malicious mischief
- Sexual harassment.

II.4. Sexual Harassment

The University of California Lawrence Livermore National Laboratory is committed to creating and maintaining a community in which all employees can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation, including sexual. Specifically, every member of the Laboratory community should be aware that the Laboratory is strongly opposed to sexual harassment and that such behavior is prohibited both by law and by University and Laboratory policy. It is the intention of the Laboratory to take the appropriate action to prevent, correct, and, if necessary, discipline behavior that is determined to violate this policy. No person shall be subject to reprisal for using or participating in the procedures available to resolve complaints of sexual harassment.

Unwelcome sexual advances, requests for sexual favors, and other oral, written, or visual materials or physical conduct of a sexual nature constitute sexual harassment when

- Submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in any other Laboratory activity.
- Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making employment decisions affecting an individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive Laboratory environment.

Laboratory employees are expected to conduct themselves responsibly and in accordance with the principles established in the Regulations on Employee Conduct. Sexual harassment is a violation of Laboratory policy and a form of employee misconduct that undermines the integrity of the employment relationship.

Employees who engage in sexual harassment are subject to the Laboratory's corrective action policies as set forth in Section E of this Manual. For Laboratory procedure on sexual harassment complaint resolution, see Procedure D.II.4.

II.5. Other Improper Conduct

Conduct that brings discredit to the Laboratory, casts significant doubt on the employee's reliability or trustworthiness, or otherwise materially affects an employee's ability to work effectively or harmoniously with others is improper. This includes arrests or convictions related to illegal substances or substance abuse off site.

II.4. Sexual Harassment Complaint Resolution Process—Procedure

The primary purpose of the sexual harassment complaint process is to attempt to resolve the complaint at the earliest stage possible.

a. Sexual Harassment Complaint Process

In general, complaints involving sexual harassment are handled by the Human Resources Staff Relations Division. Complainants may file a complaint using either the LLNL sexual harassment complaint procedure or the formal appeals procedures.

The designated Employee Relations / Equal Employment Opportunity (ER / EEO) representatives from the Personnel Operations Teams are available for those seeking general information about the complaint procedures or who have questions and / or inquiries.

b. Time Limits

1. Complainants shall have thirty (30) calendar days from the time of the last alleged incident of harassment, or from the time the complainant knew or should have known of an action taken as a result of the alleged sexual harassment, to file a complaint pursuant to the Laboratory's sexual harassment procedures. If complainants use the sexual harassment complaint process and wish to preserve their formal appeal rights, they shall request a time extension from the Human Resources Manager.

2. Under the sexual harassment complaint process, the total time period for the investigation, from filing a written complaint to submitting findings to the Principal Laboratory Associate Director, shall not exceed fourteen (14) calendar days unless an extension has been approved in writing by the Human Resources Manager.

3. The response of the Principal Laboratory Associate Director to the investigator's findings shall be provided in writing to the parties within seven (7) days of receipt of the findings.

c. Sexual Harassment Information Centers

The Human Resources ER / EEO representatives from Personnel Operations Teams are designated and serve as the Laboratory's sexual harassment information centers. These individuals serve as a resource to any employee who has a sexual harassment complaint or inquiry. The designated team members

- Serve as an informational resource to individuals with complaints that may involve sexual harassment.
- Inform the complainant regarding applicable Laboratory policies and procedures and outline various options available, both informal and formal, for resolving the complaint.
- Receive initial information about the complaint and inform complainants about whom to contact if they wish to initiate an investigation of the complaint.

d. Complaint Resolution Officers

Staff Relations Specialists are designated and serve as the Laboratory's Complaint Resolution Officers to investigate sexual harassment complaints.

The Complaint Resolution Officers:

1. Review with the complainant the available options.

2. Inform the complainant (if the complainant wishes to initiate an investigation):

- That a written complaint will be required and that the complaint, including the identity of the complainant, will be disclosed to the individual against whom the complaint is filed.
- Of the potential remedies available through the sexual harassment complaint process and the formal appeals procedures (i.e., restoration of pay, benefits, or lost rights).

3. Conduct a full and impartial investigation on receipt of a written complaint.

- The investigator shall have wide discretion in conducting the investigation, including but not limited to discussions with the complainant, the individual against whom the complaint is filed, and the department / division management and employees, and access to department files. The investigation should be carried out as expeditiously and informally as possible.
- The person accused shall be provided a copy of the complaint and an opportunity to respond to the allegation. The accused may, on request, have a representative present when he or she is interviewed.

4. Advise the complainant as to available formal appeals procedures if the complaint has not been resolved to the complainant's satisfaction.

e. Confidentiality
In implementing the sexual harassment complaint resolution process, and in accordance with existing policies, every reasonable effort shall be made to protect the privacy of all parties.

Formal Appeals Procedures

Laboratory policies prohibit discrimination on the basis of sex. A formal appeal is based on an allegation that discrimination on the basis of sex has occurred in the form of sexual harassment and that the complainant has been adversely affected by management's action or nonaction in the matter.

Applicability of Existing Appeals Procedures

As a result of the sexual harassment complaint process, the investigator may issue findings that may provide a basis for management action. If the complainant is not satisfied that management action has resolved the complaint, or if there has been no action, the complainant may file a formal appeal. To be accepted into a formal process, such a complaint must meet all the conditions for acceptability under the Laboratory's administrative review policy as set forth in Section H of this Manual.

Laboratory Action

The Laboratory will take the appropriate action under LLNL policy to resolve any findings of sexual harassment.

Appendix J

Standing Management Committees (as of August 1994)

Administrative Salary Committee

Purpose in Brief: To oversee the pay structure for limited and unlimited administrative personnel.

Asbestos Management Committee

Purpose in Brief: Survey asbestos-containing building materials at the Laboratory; label and manage asbestos. Respond to requests for information on asbestos. Provide asbestos claims support.

Business Management Working Group

Purpose in Brief: The Business Management Working Group (BMWG) is constituted to assess and, as appropriate, approve or recommend to the Senior Management Council (SMC) the policies, standards, procedures, and practices governing the conduct of the Laboratory's business. It will work, within the constraints of the UC contract requirements and the need for good business practices, to optimize the cost effectiveness of the Laboratory's operations. It is recognized that these operations must be consistent with providing the capabilities needed to execute its programs, conduct its business operations, and meet its strategic requirements.

Business Practices Steering Committee

Purpose in Brief: To oversee the Business and Financial Practices Task Force which is working to redesign the Laboratory's cost distribution methods to make personnel costs more equitable and consistent.

Classified Information Accountability Steering Committee

Purpose in Brief: Established as an interface for Programs and Safeguards and Security to resolve operational issues, coordinate and plan strategies, interpret DOE Orders, and implement local procedures involving issues pertaining to classified information at LLNL.

Computer Security Process Action Team

Purpose in Brief: The purpose of this process action team (PAT) is to assess the classified and unclassified computer security programs at LLNL.

Continuing Education Committee

Purpose in Brief: To lead, integrate, and coordinate job related non-degree educational activities that will enable employees to meet the Laboratory's needs for knowledge, skills, and abilities.

Criticality Safety Advisory Committee

Purpose in Brief: The Criticality Safety Advisory Committee (CSAC) advises the Special Projects Division and Deputy Division Leaders, and reviews non-routine criticality safety studies and other issues as requested. The CSAC also reviews and evaluates technical data that may affect the criticality safety of Laboratory-developed weapons. The committee is composed of individuals who are approved by the Special Projects Division of the Hazards Control Dept. They are experienced in experimental and calculational criticality safety but have no line responsibility for criticality safety.

Rationale for Existence: Advise Hazards Control on non-routine criticality safety issues.

Charter: The CSAC will serve in advisory capacity to the LLNL special Projects Division Leader, reviewing criticality safety issues that he will call to the committee's attention or that will be generated by the committee.

Electrical Safety Committee

Purpose in Brief: To advise Laboratory management on policies, procedures, and programs to improve the Laboratory's electrical safety performance.

Environmental Business Council

Purpose in Brief: The Evvironmental Business Council (EBC) charter has been drafted and lists 7 goals, pending approval by B. Tarter.

Environmental, Safety, and Health Working Group

Purpose in Brief: To provide a means for communicating policy issues to the programs, providing a forum for program input, and for identifying, resolving or evaluating Environmental, Safety, and Health (ES&H) and related quality assurance issues to senior management.

Rationale for Existence: To help identify and address policy issues concerning environmental protection, safety, health, and quality assurance at the Laboratory.

Charter: The ES&H Working Group guides the ES&H program at LLNL. It performs this function by:

- Helping identify, resolve, and as appropriate, elevate to senior management, policy and implementation issues concerning environmental protection, safety, health, and related quality assurance.
- Communicating policy, implementation strategy, and guidance on ES&H and related quality assurance.
- Providing a forum for program input and developing recommendations.

Firearms Safety Committee

Purpose in Brief: To assist management in providing safe firearms activities. The committee will identify firearms-related problem areas, develop recommendations for appropriate corrective actions, and ensure appropriate distribution of firearms safety information.

Rationale for Existence: Required by DOE Order 5480.16, Paragraph 111.2.b. (3), the DOE Firearms Safety Order.

Charter: It is the policy of LLNL to take every reasonable precaution in the performance of our duty to protect the environment and the health and safety of employees and the public, and to prevent property damage. The range of safeguards and security activities, the number of armed personnel, and DOE requirements have increased in recent years. LLNL establishes its Firearms Safety Committee in response to these changing conditions and to increase, where possible, the safety of all firearms operations.

Food Service Committee

Purpose in Brief: Assesses performance of food services subcontractor and communicate to directorates policy and procedures, program changes, and pricing changes. Reviews food services policy and procedures and suggests operational improvements of facilities, equipment, and food programs and services. Reviews catering operations, prices, and menus.

Hazardous Material Packaging & Transport Safety Committee

Purpose in brief: The primary purpose of the committee is to ensure full coordination, integration, and oversight of the three separate organizations that are charged with packaging and transporting hazardous materials, substances, and wastes. The three organizations charged with this responsibility are the Materials Management Section, Engineering Sciences Division; the Materials Distribution Division, Services and Distribution Department; and the Hazardous Waste Management Division, Environmental Protection Department. The committee will also assess the effectiveness of the Laboratory's overall hazardous material packaging and transportation safety program.

Health Care Technology Steering Group

Purpose in Brief: The group was formed to provide several functions: 1) provide scientific and technical leadership and direction to this newly emerging area; 2) coordinate existing and newly initiated projects in the health care technology field in all directorates; 3) act as a single point of contact to funding agencies; 4) market technologies and the Laboratory's teaming capabilities to potential partners and customers; and 5) administratively support, review, and submit proposals for funding.

High Explosives Safety Committee

Charter: The purpose of the High Explosives Safety Committee is to provide an approving authority for each phase of an explosives development program. As such, this committee satisfies the requirement for the existence of an Explosives Development Committee, as set forth by the DOE Explosives Safety Manual. This committee also reviews standard operating procedures for experiments involving explosives, new explosives operations, and new equipment, and advises the Energetic Materials Section (EMS) leader and the respective Facility Managers on policies and practices affecting safety. This committee also reviews and approves requests for explosive reclassification. Criteria for making these changes are given in Section 24 of the *Health and Safety Manual, Appendix 24-B.*

Membership: Membership includes, EMS, B Division, and Hazards Control Explosive Safety personnel. Personnel from other areas, such as general Chemistry, Defense Technology Engineering Division, etc., are

invited to attend all meetings. There are three subcommittees to this committee: Prior Approval/Peer Review Committee, Large Charge Review group, and Low Energy Initiator (LEI) Committee.

Functions and Responsibilities of Subcommittees

1. The Prior Approval/Peer Review Committee reviews explosives-related procedures for LLNL (e.g., OSPs, Site 300 procedures), and every job to be conducted in HEAF and at the Chemistry facilities at Site 300. This subcommittee is broken down into four groups: Group I (Process), Group II (Physics-HE), Group III (Materials), and Group IV (Synthesis). Other groups can be established on an ad-hoc basis when the need arises. Procedures being reviewed must be signed off by one member from each of the first three groups, unless the job in question is synthesis related. On a trial basis, synthesis-related work requires an additional signature from one member of the fourth group. This subcommittee also reviews requests for shipping classifications that are to be done by analogy and assignment of handling review and stability review dates.
2. The EMS Large Charge Review group evaluates jobs that involve charges weighing over 25 kilograms (combined weight of the explosive and the assembly) in which there is bare explosive. These jobs are reviewed for safety, in light of the potential for severe damage in the event an accident occurs. Sign-off by one of the four members is required.
3. The LEI Committee analyzes safety data for LEIs as prescribed in *Health & Safety Manual Supplement 24.09* (Low-Energy Initiator Controls). All procedures which involve the use of LEIs must be reviewed by the LEI Committee.

Human Resources Working Group

Purpose in Brief: To ensure that appropriate human resource activities are addressed by the Laboratory senior management and to facilitate implementation and coordination of these activities.

Industrial Partneering Working Group

Purpose in Brief: The Industrial Partnering Working Group (IPWG) is the focal point for industrial partnering issues. It is a problem resolution group dealing with policy and practices and making recommendations to the Senior Management Council.

Institutional Animal Care and Use Committee

Purpose in Brief: The LLNL Institutional Animal Care and Use Committee is responsible for reviewing and approving or disapproving all LLNL research projects involving animals as experimental subjects. Its role is to assure the ethical and sensitive care and use of animals in research.

Institutional Biosafety Committee

Purpose in Brief: The Institutional Biosafety Committee was established at Lawrence Livermore National Laboratory in 1991 to ensure compliance with all regulations concerning research with recombinant DNA and with human, animal, and plant pathogens. All research in these areas must be approved by the committee prior to commencement.

Institutional Review Board

Purpose in Brief: The LLNL Institutional Review Board is responsible for reviewing and approving or disapproving all LLNL research projects involving humans as experimental subjects. In reviewing such projects, the IRB considers the following factors: the risks to the subjects; the anticipated benefits to the subjects and others; the importance of the knowledge that may reasonably be expected to result; and the informed consent process to be employed.

Laboratory Administrative Committee

Purpose in Brief: To support management on Administrative Series compensation and administration issues.

Library Advisory Committee

Purpose in Brief: To develop policy and recommendations for the LLNL library system.

Laboratory Directed Research and Development

LDRD Review Committee

Purpose in Brief: To review a wide variety of proposals and develop the annual $57M LDRD Program consistent with the Director's LDRD objectives and DOE guidelines.

LDRD Research Committee

Purpose in Brief: This committee evaluates and ranks the Laboratory LDRD competition.

Lawrence Livermore National Laboratory Undergraduate Scholarship Committee

Purpose in Brief: Provide management oversight of the LLNL Undergraduate Scholarship Program. The Committee reviews all applications for the Scholarship, making its recommendation to the Director. In addition, the Committee regularly reviews policy and selection criteria recommending changes where necessary in order to best meet the needs of LLNL.

Melanoma Investigation Task Group

Purpose in Brief: To confirm increased incidence of melanoma in LLNL employees; to establish the clinical basis for such findings; to determine probable causes. The task group is being provided a new mission to work with the new Medical Director in providing epidemiology support in support of the occupational medicine program.

Nuclear Facility Safety Committee

Purpose in Brief: To provide institutional-level independent safety oversight of LLNL's non-reactor nuclear facilities.

Operations Security Committee

Purpose in Brief: To identify Operations Security Committee (OPSEC) concerns and establish priorities for the OPSEC program; to insure compliance with applicable DOE orders; establish a forum for discussion and the formulation of recommended positions; initiate OPSEC assessments; review the recommendations of the OPSEC assessments(s); recommend countermeasures; interact with senior management in developing Laboratory consensus for policy; and present recommendations to the Director.

Property Committee

Purpose in Brief: Each Associate Director designates an AD Property Representative to represent the directorate in property policy matters and to take action necessary to assure directorate compliance with property policies either directly, through line management, or through matrix line management.

Quality Steering Committee

Purpose in Brief: The Quality Steering Committee was formed to plan and guide the Laboratory's overall approach to Total Quality Management (TQM).

Scientist and Engineer Salary Committee

Purpose in Brief: To review and oversee the Scientist and Engineer salary program at the Laboratory.

Seismic Safety Committee

Purpose in Brief: To review earthquake safety issues and recommend appropriate actions to Laboratory management.

Rationale for Existence: Advisory. Provide Laboratory-wide focal point for addressing earthquake safety issues.

Charter:

1. Review LLNL seismic safety standards to ensure consistency between standards generated by responsible departments and groups at the Laboratory.
2. Recommend an institutional policy for reevaluating and upgrading existing facilities/equipment.
3. Provide technical advice to Laboratory management to assist in resolving Laboratory-wide seismic safety issues.

Self-Insurance Management Review Committee

Purpose in Brief: The Risk Manager is responsible for identifying Laboratory liability risks and for assessing means of eliminating, abating, transferring or retaining these risks. This includes identification and promotion of sound risk control measures at LLNL to minimize and control the costs of insured, self-insured, and uninsured risks to the LLNL budget. This includes management of the LLNL Workers Compensation Self-Insurance Program and General Liability Self-Insurance Program.

Rationale for Existence: UC Policy Requirement and Contract 48 Mod. 205, Articles VI, VII, IX, XII, XIV, XVII, and Appendix A.

Senior Management Council

Purpose in Brief: Management of Laboratory; includes budget and other Laboratory-wide issues.

Site Planning and Capital Assets Management Working Group

Purpose in Brief: Reviews and sets site land use and facility plans and policies. Provides review and prioritization of overall Laboratory construction project budget submission. Reviews and recommends changes to Laboratory's capital asset management policies. Assures effective implementation of policies. Reviews capital asset management at LLNL and at other facilities. Oversees other Capital Asset Management committees. Communicates with Laboratory employees and programs. Annually recommends the level of spending on maintenance by programs and overhead.

Standards and Specification Review Committee

Purpose in Brief: The Standards and Specifications Review Committee is a three-tiered structure consisting of a policy group (the Plant Engineering Strategic Planning Board), a steering group, and various work groups. The committee is established to provide a forum for the discussion of policy and implementation issues relating to design standards, materials standards, and guide documents used in preparing design criteria, construction specifications, procurement specifications, and design-build specifications.

Student Policy Committee

Purpose in Brief: To supervise and oversee graduate education. It places LLNL employees in a graduate program and selects and supports graduate students for UCD-LLNL's Department of Applied Science. It oversees the Summer Employment Program.

Technical Salary Committee

Purpose in Brief: To oversee the pay structures of the technical classification and those classifications that are covered by step structures.

Traffic Safety Committee

Purpose in Brief: To develop and implement traffic safety policy.

Training Program Oversight Committee

Purpose in Brief: The Training Program Oversight Committee maintains an awareness and overview of the Training Program and resolves issues as appropriate. The Committee approves all changes to the LLNL Training Program Manual. In particular, it reviews and approves the introduction or removal of institutional training requirements, and any substantive changes in the record-retention process or policy.

Travel Committee

Purpose in Brief: The Travel Committee's mission is to work in partnership with the Travel Division, assisting them in achieving their mission and goals. The Committee will act as an advisory board in support of new policy and procedure development and implementation as may be outlined by DOE, UC or LLNL.

Waste Minimization Steering Committee

Purpose in Brief: The purpose of the Waste Minimization Steering Committee (WMSC) is to act as a forum for communication of pollution prevention-related information from the Waste Minimization Project (WMIN) to programs, and vice versa, as well as planning the preparation of Waste Minimization deliverables such as WMIN Plans, Annual Reports, and SB14 Reports. Discussion topics at meetings typically are related to new DOE, federal or state regulatory requirements, as well as innovative WMIN implementations that various programs have done. The WMSC also helps to develop and recommend WMIN policies at LLNL.